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ABSTRACT

The focus of this handbook is on institutional rather than on individual neglect and abuse of children. Specific problems facing children are documented and strategies offered for alleviating those problems at the federal, state, and local levels, as well as in the public and private sectors. A discussion is presented on the United States Census and how census data may be used to glean useful demographic information on children. Information is given on federal and state programs that operate in local communities. A section is devoted to information available on selected child-related topics, such as health, employment, income assistance, social services, Head Start, juvenile justice, welfare services, and child abuse and neglect. Guides to specific sources of information are appended. These include federal and state information centers, publications and statistical references available from government sources. (JD)

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Where Do You Look?

Whom Do You Ask?

How Do You Know?

Information Resources for Child Advocates

Children's Defense Fund

The Children's Defense Fund (CDF) is a national public charity created to provide long-range and systematic advocacy on behalf of the nation's children. Through research, public education, litigation, technical assistance to state and local groups, community organizing, and monitoring federal administrative and legislative policies and programs, CDF seeks to change specific policies and practices resulting in the neglect or mistreatment of millions of children. Our goal is to place the needs of children and their families higher on the nation's public policy agenda.

We take no government money, have no chapters, and are not a membership organization, but work closely with other groups to help individuals, parents, and advocacy groups work on behalf of children. Those who are interested in receiving up-to-date information on a range of public policies affecting children are invited to participate in our Children's Public Policy Network and to subscribe to its newsletter, *CDF Reports*. The toll-free number for the Children's Public Policy Network is 800-424-9602.

Our focus is on institutional rather than individual neglect and abuse of children. We examine governmental policies and practices that cause harm to children or result in children's fundamental needs going unmet. We have five program areas: child health, child welfare, child care and family services, education, and juvenile justice. In each area we have documented specific problems facing millions of children and tried to think through the specific strategies for alleviating those problems at the federal, state, and local levels and in the public and private sectors.

The increased involvement of individuals and groups on behalf of children throughout the nation is critically important. We hope each of you taking the time to read this booklet will:

- Become more informed about the needs of children nationally and in your own area.
- Talk to other parents, individuals, and groups in your community to gain strength from numbers to pursue local change for children.
- Speak up to unresponsive policymakers and public officials who fail to protect children's interests or provide them with needed services.

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Where Do You Look?

Whom Do You Ask?

How Do You Know?

Information Resources for Child Advocates

by Janet L. Shur and Paul V. Smith

Children's Defense Fund
1520 New Hampshire Avenue, N.W.
Washington, D.C. 20036

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We enjoyed writing this handbook. Without the support and assistance of our colleagues and friends, our task would have been an impossible, and certainly a less pleasurable, one.

Janet L. Shur
Paul V. Smith

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FACTS

Introduction

How many children live in your community? How many of them are poor? Do all of the children go to school regularly? How many don't? Why not? What happens to handicapped children? Are there services for them in your community? What federal dollars are available to address the needs you see?

These questions—and many others—crop up when you start to care about problems affecting children. Your interest may start close to home: your own child or family may have a problem. Instead of feeling isolated, you reach out and find that many others in your community face the same problems you do. Or you may notice too many children out on the streets during or right after school and want to know why. Are they truants? Is there any attempt being made to supervise them? Or your curiosity may have been aroused when you read somewhere that nationwide 40 percent of young children aren't adequately immunized against childhood diseases like polio. You wonder, is this a problem in my neighborhood?

If you take your questions a step further and try to find answers or do something about children's needs, you find you are doing important work: standing up for children. But to be effective, you will need facts to back up your suspicions, hunches, or personal experiences. Facts—all the bits and pieces of information that help you understand the problem and how to deal with it—are critical to your success. They often mean the difference between giving up in frustration and confusion or going on to make a convincing case and getting what you believe children in your community need and deserve.

Information is the key to effective advocacy. It comes in many forms. Some pieces of information are numbers—the answers to questions like: How many children live here? How many are in school? How much money is available? But data include much more than numbers. Answers to questions like: What kinds of services are there for physically handicapped children? Where can you find them? Who's in charge of them? Are they any good? Do parents know about them? involve valuable facts that go beyond numbers.

An effective advocate collects, writes down, and uses all kinds of information. You'll need to know officials' names, addresses, phone numbers, and responsibilities. You'll want to know who your allies are and who is likely to oppose what you want. You'll

need to know about the written rules, laws, guidelines, policies, and regulations of schools, health departments, and whatever other agencies you are interested in. And you'll want to see budgets, program activity reports, statements of priorities and plans, and evaluations of programs affecting the children you're concerned with.

This handbook is designed to help you find these facts. It describes the major sources of information you can use to document the needs of children in your community.

Gathering information can seem like an overwhelming task, even for the most experienced of child advocates. Where do you look? Whom do you ask? Can you trust the numbers an official gave you? How can you check? If you've never done research before, can you start now?

Yes. Asking questions is the first step. By persisting in asking them—with some help from the sources we mention here and from others in your community—you will learn a great deal, step by step, piece by piece, about children's needs.

What's in This Handbook

This handbook cannot lead you to every bit of information there is. But it will get you started. Most of the sources we have included meet three general criteria:

- First, they have information about individual *communities*, as opposed to individual children or

the nation at large. The handbook, for example, won't tell you how to get your child's school records, but it will show you how to locate your school's and school district's written policies on student records.[1] Similarly, there may be general studies of youth unemployment in the United States that we do not list. But in this handbook, we'll lead you to information about youth unemployment in your city, county, or town.

- Second, the sources listed here present facts about *children*. There are many other sources of information about the general population or subjects—such as housing—that affect children, but since they do not present information in a way that shows the direct relationship between the subject and children, we haven't included them.
- Third, these sources are likely to be available wherever you live. While we cannot guarantee that everything we mention will be found in your town or for your town, much of it should be. In addition, each community is likely to have certain information sources all its own. But since every town is different, we couldn't attempt to include all such unique sources.

What Are the Payoffs?

Sometimes the facts and figures that would best answer your questions won't be available in any source. Other times the very piece of paper you've spent days trying to locate will turn out to be confusing or seemingly useless. Frustrating as information gathering is, however, the payoffs are worth the price of the search.

Once you start gathering and reviewing information, your ability to influence public officials increases greatly. The facts you collect about children in your community will help you ask good questions, identify hidden problems, and support or challenge government policies and explanations. They also lend credibility to your opinions. That isn't to say that your own experiences aren't valuable or won't help make officials aware of a problem. But it will be more difficult to dismiss your complaint when you can show a wide pattern and a mass of evidence.

Gathering information will enable you to reveal officials' evasions, question their assumptions, and, if necessary, counter their figures. For example, it helped one group of child advocates challenge the misleading reports put out by their school district. The group suspected that a new program designed to reduce the number of school dropouts and truants wasn't working as well as the school district claimed. The school district's figures showed a large increase in the rate of attendance, yet people who lived in the neighborhood noticed that many of the children the program was supposed to be helping were still out on the streets during school hours. Struck by this descrepancy, the group examined the figures for a different program—the school lunch program—and found that the number of children receiving school lunches had not increased nearly as much as the reported increase

[1] For more information about how to see your child's school records, see *Your School Records, Questions & Answers About a Set of Rights for Parents & Students* (Washington, D.C.: Children's Defense Fund, 1976).

in school attendance. Armed with the school lunch program figures, the group confronted school officials, who then admitted that the reported "success" consisted largely of reclassifying truancies as excused absences.

The process of asking questions will tell you a lot about how the institutions serving children in your community actually work. You'll begin to get an idea—a sketchy one, at least—of who is responsible, who is knowledgeable, who is powerful, and who is not. Even more importantly, you'll be building relationships with people who may help you in the future.

In addition, your requests for facts show officials that you care and are informed enough to know that particular information does—or should—exist and that you have a right to see it. Some officials will be pleased that anyone cares enough to read the report they wrote. Knowing you are looking at it might make officials worry about its accuracy, and do a better job the next time around. And, in those not-so-rare cases when a required document hasn't been prepared at all, your request may make an official take his or her reporting responsibilities more seriously.

How the Handbook Is Organized

After a brief chapter on "How to Get Started," Chapter 2 discusses the United States Census—a massive document with enormous amounts of useful and relatively trustworthy data, much of it related to children. Chapter 3 covers information about federal programs in your community. Chapter 4 is about references pertaining to selected subjects—education, health, and so forth. Chapter 5 has still other references and sources to explore.

You'll probably want to at least glance at all the subjects in Chapter 4, even if you're interested in only one children's problem. Chances are that problem is touched upon under more than one section of this chapter. If nutrition is your main concern, for example, you'll find sources under "education" as well as "health" to help you.

The appendices are an integral part of this handbook and are meant to be used along with the text. Appendix A gives the necessary details on how to obtain and use each reference described in the text. To make this appendix easier to use, we have printed in boldface in the text the title of each source as it will appear in Appendix A and have listed the entries in Appendix A in the order they appear in in the chapters. Many of the sources we mention can be found in federal depository libraries located around the country. A selected list of these libraries is in Appendix B.

Library
Department of Health
School

How to Get Started

1

Suppose you've never gathered information before and no one else in your community has researched the problem you care about. The task can seem overwhelming. But a few first steps will help you get started.

Try not to work alone. There is simply too much information for any one person to collect and analyze without help. You need allies and you have them, even if you are the only child advocate in your community. Your allies include:

- Other parents who share your concerns.
- Others in the community with professional, civic, or personal commitments to improving what is offered to children (teachers, doctors, lawyers, social workers, and so on).
- Other groups that don't share your exact interest but are working on a related topic. (Much of the information you need they need, too, even if you are concentrating on housing and they are working on health.)
- Parent advisory committees set up under federal programs like Head Start and Title I of the Elementary and Secondary Education Act.
- Your state committee on children and youth, often called the Governor's Council for Children and Youth.
- Others who may not think of themselves as child advocates but will still be willing or eager to help you. Seek out, for example, an accountant, who can make sense out of school budgets;[1] a state auditor, who can get through the maze of agency reports; a statistician to help interpret Census data; or a newspaper reporter who knows the ins and outs of the system and is looking for a good story. Also ask for help from the local reference librarian, who has a rich array of sources at his or her fingertips. Finally, your local legal services office or Bar Association can help you interpret the laws and regulations

[1] If you don't know an accountant, contact Accountants For the Public Interest. They have offices in New York City, Boston, Chicago, Miami, Plainfield (New Jersey), Philadelphia, Portland (Oregon), Providence, San Francisco, and Toledo. They can help you locate an accountant in your community. The national office is in New York City at 45 John Street, Room 808, New York, New York 10038 (telephone: (212) 732-1475).

that affect children's rights and services.

Take advantage of the Freedom of Information Act. This is a federal law that guarantees you access to public documents. Under the Freedom of Information Act, all information that flows between the federal government and other sources (between Washington and your school district, for example) is open to the public—unless disclosing it would violate the personal privacy of an individual.[2] You cannot get access to a particular child's special education plan under this law because that would intrude upon the child's right to privacy, but you can get your school district's description of the special education services it offers. You have a right under this law to see nearly everything we cover in this handbook.

Expect to work with more than one source at a time. One chart, book, or table usually won't give you all the information you need. But putting together two or three pieces of data will often give you the answers you're looking for.

Suppose you want to know how many low-income children in your town have dental problems. Chances are no one has collected information to answer that question directly. But by comparing the number of low-income children screened and referred for dental treatment (a figure you *can* get) with the total number of low-income children in your community (information available from a different source), you can get an estimate of dental care needs for at least a portion of the population.

Sometimes you won't be able to make your case for improved or expanded children's services based solely on the information available for your community. But you may be able to compare your neighborhood or town with a nearby town or with your state. If your community doesn't stand up well in the comparison, you have the beginnings of your argument.

Look behind the document or information you've been given to see what else you'll find. When you get the evaluation report you were seeking, it may turn out to be a bland summary. But behind that summary may be a gold mine of supporting documentation. If the summary contains citywide totals, for example, that often—not always, but often—means that neighborhood subtotals are available somewhere else. Thus, if your school superintendent can tell you how many children were suspended in your district last year, he or she may also be able to provide a suspension count for each individual school. Then, if

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[2] The citation that will help you find the exact wording of the Freedom of Information Act is Title 5 of the U.S. Code, section 552. There are several guides to this law. Two especially useful ones are: *A Citizen's Guide on How to Use the Freedom of Information Act and the Privacy Act in Requesting Documents*, H. Rept. 95-793, 95th Congress, 1st Session (Washington, D.C.: U.S. Government Printing Office, 1977) and *A Step-by-Step Guide on How to Use the Freedom of Information Act* (Washington, D.C.: Center for National Security Studies (122 Maryland Ave., N.E., Washington, D.C. 20002), 1979). You should find out if your state has its own freedom of information law because that law may cover documents that the federal law does not. Contact local advocacy groups, which may have had experience with your state law; legal services groups; or city or state officials. All state freedom of information laws have been published in *Freedom of Information: A Compilation of State Laws*, U.S. Senate, Committee on the Judiciary, Subcommittee on Administrative Practice and Procedure (Washington, D.C.: U.S. Government Printing Office, 1978).

you are suspicious of a particular school's policy, you can compare that school with others in your district.

Don't believe everything you read. Although you can depend on some data some of the time, you certainly can't trust all data all of the time. Sometimes whoever collects the data allows biases to muddy the information-gathering process. If an agency feels the need to justify some of its activities, data may be presented—or even collected—in a manner that makes the agency look good. On other occasions, shortcuts in gathering data, taken to save time or money, produce numbers that are out of date or are estimates, and not even good ones. The price for these shortcuts is high. Ultimately, they mean spending more money than the agency would have spent if the research job were done thoroughly in the first place.

If an information source has serious weaknesses, that doesn't mean you shouldn't look at it. The figures it contains—however inaccurate they may be—are the ones officials themselves will be using. If you can point out obvious inaccuracies in an agency's calculations, you may be able to call that agency's policies and practices into question. Sometimes even poor-quality data will do the job. Suppose you suspect that the welfare department has grossly underestimated the need for day care. When you can show that even this underestimated need is not being met, you are well on your way to making a case for more day care.

Even if the document you've spent ten days tracking down is inaccurate or doesn't say much, you've probably learned something by looking for it. The search may have taught you something about who wields what kinds of power. And the document itself may contain a small piece of information that's valuable or will lead you to something that is valuable. The more information you have in hand, the better able you will be to find patterns showing unmet children's needs. The more you know, the better an advocate you will become.

The United States Census

2

How many five-year-old children live in your community? How many ten-year-old black girls? How many children live in female-headed households? How many children in your neighborhood come from families with incomes over $30,000? Under $5,000? How many teenagers have not completed eighth grade?

When you're looking for information about children's lives, one of the best, broadest, and most detailed sources is the United States Census. Every ten years (and after 1980, every five years) answers to questions like those above, and innumerable others, are collected in door-to-door surveys in your neighborhood. The published data come out in what is called the *Census of Population and Housing*, which we'll refer to simply as the Census in this handbook.

What's in the Census?

The Census contains a vast amount of information, much of it about individuals and their families. For individuals, you can find counts by age, race, sex, ethnicity, country of birth, marital status, education, dominant language, disability, employment status, vocational training, earnings, and many other personal characteristics.

For family units, the Census provides data on the number of persons in a household, the family income, the number of children born to women of the household, and the marital relationships and marital histories of family members. And although individual responses to Census questions are kept confidential, totals for your state, town, and, in some instances, even your neighborhood are published and available to the public.

One reason the Census is such a useful resource for child advocates is that much of the data in its published tables are "cross-tabulated." This means that two or more pieces of data on different subjects are combined to produce a still more detailed piece of information. (See Figure 1 for an example of a cross-tabulation.)

Because the data are cross-tabulated, you can not only learn how many females live in an area, but also learn how many of those females are, for example, under 18 years old. You can learn how many of those girls are black and how many of those black girls live in female-headed households. You can even learn

how many of those black girls living in female-headed households are not enrolled in school. The possibilities are virtually endless. You can find the number of boys under 5 years old who come from poor families; or the number of 16- to 19-year-old high school dropouts who are unemployed; or the number of children born to teenage white girls; or the number of children living in low-income, non-English-speaking homes.

As you can see, these cross-tabulations can give you a detailed picture of the lives of children. Armed with this information, you can begin to build a case for more day care, for youth employment programs, for recreational facilities, or for increased dropout prevention efforts.

Many of the tables presented in the Census cover geographic areas as small as your town. As a general rule, the larger the area, the more data you will find. Virtually all the data are presented for the United States as a whole and for your state.

How Do You Use the Census?

Because the Census has so much information, we cannot give you detailed instructions on using it. But there are good guides available and they are described at the end of this chapter. You should not attempt any major work with the Census without referring to one of the guides. Here, we'll simply give you a sense of where to start.

Much of the data in the Census are presented by cities and towns and by what is called a "Standard Metropolitan Statistical[1] Area," or "SMSA." These SMSAs are cities with populations of 50,000 or more and include all the surrounding towns, suburbs, and rural areas within commuting distance. Far more than half of the total U.S. population lives in SMSAs. Your neighborhood is probably within an SMSA.

Only small, isolated towns or entirely rural regions are not within SMSAs. For these places you will still be able to get some, but not as much, data from the Census. You may have to use data for your county or state as a whole, though in some instances information is given for places with as few as 200 people.

No matter where you live—within or outside an SMSA—much of the information you probably want can be found in the **Characteristics of the Population**[1] series. There are 58 of these books, one for the country as a whole and one for each state and U.S. territory. In your state's volume you will find statewide information, as well as facts on each SMSA, town, and county within your state. You will find general counts of persons, with cross-tabulations covering all the personal and family characteristics mentioned above.

The larger an SMSA you live in, the more details you will be able to get from the Characteristics of the Population series. For example, if there are over 250,000 people in your SMSA, you can learn such things as family income by the age, race, sex, and education of the household head; or the poverty status of families with varying numbers of children; or the poverty status of persons 3 to 24 years old by years of schooling completed, age, sex, and race; or the

[1] See Appendix A for the full title of this document and for suggestions on where to find it and all other sources mentioned in this handbook.

Figure 1

Number of Families by Type, Presence of Own Children of Selected Ages, and Race: Maine, 1970

Race, family type	Presence of own children of selected ages			
	under 3 years	under 6 years	under 12 years	under 18 years
All races, total	39,367	66,381	105,975	135,697
husband-wife	36,431	60,499	95,360	120,296
male head	491	955	1,712	2,612
female head	2,445	4,927	8,903	12,789
White, total	39,104	65,969	105,333	134,962
husband-wife	36,192	60,135	94,826	119,688
male head	488	948	1,705	2,601
female head	2,424	4,886	8,802	12,673
Black, total	134	187	293	363
husband-wife	134	176	263	319
male head	0	4	4	8
female head	0	7	26	36
Hispanic, total	246	379	504	579
husband-wife	246	364	468	520
male head	0	6	6	6
female head	0	9	30	53

This is an example of the type of cross-tabulation given in Census publications. This table tells you the number of families with children for different races and different family types. For example, the table shows that there are 319 black husband-wife families with children under age 18, and 2,424 white female-headed families with children under age 3.

The term "own children" includes natural and adopted children but does not include foster children or relatives.

years of school completed by persons 16 to 24 who are not enrolled in school, by race, sex, and age.

If you live in an SMSA and want data about your neighborhood, the second book you would look at is the **Census Tract Reports.** Each SMSA is broken down into "census tracts." A tract is a contiguous section of town that contains about 4,000 people and has a natural set of boundaries—such as a stream, railroad track, or major road. A tract often represents a neighborhood.

For each tract—and remember that a tract is a small area—the Census Tract Reports contain a wealth of information. You can learn the number of black and white residents; the number of children of various ages; the number of children living in two-parent families; or the number of children in female-headed families. You could discover how many children in your census tract are enrolled in nursery school, kindergarten, elementary and secondary schools, and college. You could see what percentage of your 16- to 21-year-old population is not enrolled in school but has not graduated from high school. You can figure out how many young men, ages 16 to 21, who have not finished high school and are not enrolled in school are unemployed. Or how many women with children under six are in the labor force. You can get many of these numbers separately for black and Hispanic populations.

The third book to look at is the **Block Statistics.** For each block—defined as one side of a street between two intersections—you can get counts of the total population, of the black population, of persons under 18 and persons over 62 years old, and of individuals living in group quarters. You can also find the number of owner-occupied and rental units, with information about the size of the dwelling, the value or the rent, and the plumbing facilities.

Suppose you're interested in children and other citizens who live in institutions. Each decennial Census of Population also produces a number of **Subject Reports,** which differ from decade to decade. One, *Persons in Institutions and Other Group Quarters,* is always available, although its title may change. This report gives the state totals, by age and sex, of persons living in all types of residential institutions, including correctional, mental, and physical health facilities; homes for the neglected, aged, or disabled; and group foster homes (but not including short-stay hospitals). The report also includes some figures for larger urban areas within states. Other subject reports cover American Indians (population and predominant language, by age and reservation) and low-income areas in large cities. The several subject reports on persons of Hispanic or Asian heritage also give state or large city counts by age.

How Far Can the Census Take You?

What are the limitations of the Census? Does everyone get counted? How current is the information?

In general, the quality of Census data is very high. But there are certain problems with the data. We'll talk about three major ones here. Remember that just because the Census isn't perfect doesn't mean you shouldn't use it. Every source we mention in this handbook has its limitations.

Undercounts. Despite great improvements in recruiting and training, the census takers still do not count everyone. For a variety of reasons, minority, low-income, non-English-speaking, and disabled citizens are most often left out. Similarly, the Census undercounts the income of the middle class and the rich. The picture of your area drawn by the Census data, therefore, will show fewer poor people than there really are, and rich people won't look as rich as they actually may be.[2]

Out-of-date information. Depending on your needs, you will sometimes find that the information published in the Census is out of date. In the first place, it takes a few years for compilation, analysis, and publication. The data from the 1980 Census, for example, won't be published until late in 1982. Secondly, in the past the Census has been conducted once every ten years. By the end of the decade, some of the information may simply no longer be accurate. This is especially true for such data as the number of school-aged children, which can change greatly over a relatively short period of time. Other data such as age of housing are more stable. This problem should be somewhat alleviated after 1980, when the Census will be taken at five-year intervals.

Mismatched boundaries. In some instances, you may find that data for the particular type of area you're interested in—your ward, school district, or health planning region, for example—are not covered as a separate category by the Census. Data are published for blocks, tracts, and political entities such as cities, counties, and states. Your school district may encompass all of one census tract but only a portion of another. You cannot simply combine the two tracts. There are methods of working with Census data to solve this problem, but most are quite technical. See if some local agency or your town planning commission or a nearby university has already done the work. If not, you can still use the figures provided; but make sure you can clearly explain the differences between the area you are focusing on and the area the Census data reflect.[3]

Can You Improve on the Census?

If you suspect that one of the problems discussed above seriously undermines the accuracy of the Census for your purposes, you may be tempted to do your

[2] There is a statistical proverb that says that the Census undercounts rich men's money and poor men's bodies. The proverb is true. Neither prosperous nor poor persons fully report their incomes; but underreporting is greater by the prosperous than by the poor. The rich and the poor alike leave out "benefits" like business lunches and food stamps, Blue Cross and Medicaid. But middle-class citizens draw a far higher proportion of their higher incomes from such nonsalary sources as interest, dividends, rent receipts, sales bonuses, cash gifts, and inheritance than do the poor. When asked for income information, the middle-class respondent will often give the quick, easy answer—the amount of the weekly pay check.

On the other hand, people who don't speak English, who are disabled and living alone, or who are otherwise afraid or embarrassed to answer the doorbell are disproportionately found among the poor. They are not found by the Census, even though Census workers generally come from the same neighborhoods and speak the same language as the people they survey.

[3] For the 1980 Census, your town can request that the Census Bureau present the data for a locally defined set of "neighborhoods," including school attendance area boundaries.

own census or door-to-door survey. Should a local group try to take its own census?

In most cases, no. Although there are problems with the Census, you shouldn't get involved in taking your own survey to correct them. You are just as likely to come up with undercounts; your data will take time to analyze and might soon be out of date. And you don't have the resources of the Census Bureau to train your workers, hire statisticians to design questionnaires and analyze your findings, and buy computer time. There are some good reasons to take your own surveys—for example, if you want information on a subject the Census doesn't cover. But taking any survey is a major undertaking. You shouldn't start just because you think you can do a better job.[4]

Suppose You Want More

Is there any place where an advocate might find more current Census data?

The Current Population Reports series published by the Census Bureau can lead you to more up-to-date material.[5] These reports come out in various series.

[4] If you do decide to conduct your own survey, we can refer you to two books that might be helpful: U.S. Department of Housing and Urban Development, *A Guide for Local Evaluation* (Washington, D.C.: U.S. Government Printing Office, 1976) and Harry P. Hatry, *et al., Practical Program Evaluation for State and Local Government Officials* (Washington, D.C.: The Urban Institute, 1973). (The Urban Institute is at 2100 M Street, N.W., Washington, D.C. 20037.)

[5] The Current Population Reports can be found in the 42 Department of Commerce district offices, which are listed in Appendix C.

Three of them will help you find current data or estimates.

The **P-25 Series** gives total population counts and per capita income estimates each year for your state, for your county, and for each incorporated place (each town, for example) within your county. The figures are derived in the same manner throughout the United States so that you can make comparisons with other states and communities. But there is no door-to-door data gathering. Instead, statistical projections are made. All you can get is population and income information. There is nothing on age, race, sex, or any other social or economic characteristic.

The **P-26 Series** will give you a bit more. Here you will find yearly counts of population, births, and deaths for your state, county, and SMSA. There is no information by sex, race, or age. Nor are the figures derived in the same manner from state to state. But in examining the backup documents and summaries from which your state's P-26 was developed, you may find previously unknown sources of information.[6]

If you want to find out whether a special census has been taken in your community, the **P-28 Series** will have the answer. It is possible that your state or town has asked, and paid, the Census Bureau to conduct a "special census" in a year in which the regular Cen-

[6] A list of all state and local agencies preparing P-25 and P-26 estimates and projections is given in U.S. Bureau of the Census, *State and Local Agencies Preparing Population Estimates and Projections: Survey of 1975-76*, Current Population Reports, Series P-25, No. 723 (Washington, D.C.: U.S. Government Printing Office, June 1978).

sus is not normally scheduled. P-28, published twice yearly, lists all the special censuses conducted. These censuses collect local data on virtually the full range of Census subjects. They are regular door-to-door surveys, and there are between 100 and 300 of them occurring every year. They are almost exclusively conducted in smaller areas because the cost to do one in a larger city is often prohibitive.

If your town has had a special census, be sure to get a copy of the findings. If you think your town might presently be requesting such a census, talk to your city officials about what questions are included. You might be able to encourage them to add a few questions that bear directly on the needs of children.

What about current data on social, family, and economic characteristics that go beyond the population counts in the P-25 and P-26 series?

Local data are limited, but there is a source of current national data—the **National Data Series.** Each month the Census Bureau conducts a door-to-door survey of employment status of household members. A personal interview on some other topic is taken as well, covering a different topic every month in rotating fashion. In this way, many subjects of great interest to child advocates—such as poverty status, school enrollment, and fertility—are surveyed once each year. Other topics are covered regularly, though not necessarily yearly. Day care enrollment, for example, is surveyed once every four years.[7]

[7] A listing of all National Data Series topics is included in Appendix D.

Only the national totals of these monthly surveys are available, however. The sample is too small to calculate local or even state figures correctly. The best way you can use this body of accurate and timely information is to compare the national figures with local data derived from other sources.

Fortunately, there are a few exceptions in which the Census Bureau will survey a broad enough sample in a particular month to produce state-level information. This expansion of the sample occurred once in the 1970s in the **Survey of Income and Education (SIE)** in March 1976. In that month, the Census Bureau actually conducted a kind of mini-Census from which state totals were (or can be) calculated. In one volume (P-20, Number 334) and four regional reports, there are figures, by state, of the number of children ages 5-17 whose families in 1975 had incomes below the poverty level. In addition, there are statewide counts for March 1976 of persons and families by income, age, sex, race, presence of related children, marital status, family size, education, employment, family structure, and disability. Beyond the published reports is a mass of further data. You may get access to this backup information through one of the offices listed in Appendix E.

What Else Is There?

What other surveys does the Census Bureau carry out?

Several other recurrent censuses may be of occasional use to child advocates. We'll briefly mention only a few of them. A more comprehensive listing can be found in the guides mentioned at the end of this chapter.

The **Census of Governments,** taken every five years, provides basic fiscal and employment figures for various governmental entities—states, counties, towns, and school districts. From this and other sources, the ***County and City Data Book*** compiled. This book is a well-organized volume that allows child advocates to make intercity and intercounty comparisons on a wide range of topics from the number of people employed by the welfare department to tax rates. The **Agricultural Census,** taken every five years, can help identify areas with low-income or tenant-farm families. The **Annual Housing Survey** contains data on dilapidated housing, community perceptions about neighborhood problems, and housing prices in selected cities.[8]

Guides to the Census

How can you find out what is available from the Census Bureau? What guides are published? What agencies and offices in your state can help?

You will find two guides particularly valuable in your work with the Census. The first, ***Directory of Federal Statistics for Local Areas: A Guide to Sources*** provides a complete subject and geographical index of most statistics collected by the federal government. You simply look up the subject in which you are interested, and the *Directory* will indicate the

[8] A list of the cities covered in the Annual Housing Survey is presented in Appendix F.

geographic areas for which information is presented, the years in which data are collected, and the publication in which the findings are reported. So, for example, if you are concerned with housing for a rural population, you can look under that heading and learn that data are compiled only on a county level, for years ending in 0, and are published in a particular volume. Or if you want to know the employment status of the household heads of low-income black families with children living in low-income neighborhoods, the *Directory* will tell you that these data are available annually but only for the seven U.S. cities with the largest black populations.

A second useful reference is the ***Census Users' Guide.*** This is a more technical book, which includes the definitions of all terms used in the Census, copies of actual Census questionnaires, descriptions of how the data have been analyzed, and accounts of what else is available beyond the published volumes.[9]

As for offices you might call for assistance in using Census Bureau material, your state may have a State Data Center.[10] The center will have computer tapes and programs necessary to perform specialized analyses of Census data. Twelve Data User Service Offices around the country keep track of other agencies or projects working with Census material.[11] If you're wondering whether someone else is already analyzing a particular subject, ask your nearest Data User Service Office. The office will also know what kind of research can be done with existing data and whether it is possible to use the Census data to answer your questions.

Finally, every state has a Federal Cooperative Office. This office may be the same as your State Data Center, but not necessarily.[12] This is the place to go to get accurate and up-to-date total population counts for your community. In addition, this office will have the local backup documents that go into making various projections for the P-25 and P-26 reports.

9 There are other valuable guides to federal and municipal statistics. We have listed a selection of them in Appendix G.

10 A list of State Data Centers is presented in Appendix E.

11 See Appendix H for a listing of these Data User Service Offices.

12 Governors designate a state agency to work with the Census Bureau Federal/State Cooperative Program for Local Population Estimates. The Data User Service Office will help you locate your state's cooperating agency.

Federal Funds
Immunization Program
Remedial Reading
Drug Rehabilitation

Federal Programs: Dollars and Data

3

If there's a problem that affects children in your community, chances are there's also a federal program that addresses the problem. Many services run by local agencies—for example, the remedial reading program in your school, the measles immunizations at the local health department, the drug rehabilitation effort at the drop-in center—may be supported all or in part by money from the federal government.

This section is a guide to figuring out what federal programs exist and what kinds of information they make available. Using the references together will give you a good idea of what programs are—or could be—operating in your community.

What Federal Programs Are There?

What federal programs provide money for education? For special programs for handicapped children? For training foster grandparents? For preventing lead paint poisoning? For rehabilitating juvenile offenders?

What laws apply to these programs? Who is eligible to run them? Who is eligible for their services? What can and cannot be done with the money?

These questions, and others, come up again and again when an advocate sees a problem and begins to look for a solution. A book that will answer the questions or point you to another source with the answers is the ***Catalog of Federal Domestic Assistance.*** It contains a complete description of federal programs, including eligibility criteria, application timing and procedures, citations to controlling laws and regulations, and amounts of funds available. The *Catalog* is available in many public libraries. In addition, the Federal Information Centers listed in Appendix O have the *Catalog* computerized and can easily help you find the information you need.

Suppose you know that a youth employment program is operating in your community and you want to find out which youth are eligible to participate. The *Catalog* will give you the answer or will tell you where to find it.

Or suppose a large number of children in your community have been poisoned by lead paint but nothing is being done. What you need to know is what federal programs *could* help address the problem. Here, again, the *Catalog* is an invaluable aid—this time through its comprehensive indexing system. The contents of the

Catalog are indexed in several ways, but perhaps the most useful for the child advocate is the subject index. Using this index and all its cross references, you can find the names of the federal programs that address the subjects that matter to you.

To find out whether there's a federal program for preventing lead paint poisoning, you might start with the heading "child health" or "community health services." Under each is a reference to a program addressing the problem. Or, in this instance, if you look directly at "lead-based paint" in the subject index, you'll find what you need. For programs for runaway youth, you'll find entries under "juvenile delinquency," "youth programs," and "runaway youth" itself.

How Many Federal Dollars Flow into Your Community?

Suppose you want to know how much federal money is coming into your state or county for children's services. This question leads you down another route into the federal money world. In most cases, the answer can be found in a volume of the *Geographic Distribution of Federal Funds.* Using this book, you can identify most of the federal programs in your community, including those run by private organizations. Each program, and the federal expenditure for it, is listed by state and county. Here, in one book, you can discover the amount paid in your county in Social Security checks, for Head Start programs, or for maternal and child health services. You can also compare the federal expenditures in your county with those in other counties. Once you have identified the

programs mentioned in the source, you can turn to the *Catalog* and to some of the other sources mentioned below to find out more about them.

Suppose you want to know how much grant money your state or local government is receiving from federal programs. Contact your State Central Infor-

mation Reception Office.[1] This office covers nearly every federal program that awards grants to a state or local government agency (for example, your county welfare agency or your town recreation department). The State Central Information Reception Office will have a notice that the grant was given, the name of the recipient, and the amount of the grant.

Another route involves what is called the "A-95: Part I" process. Under this process, nearly every grant application for a federal human service delivery program—such as a child abuse center, a maternal and child health clinic, a teenage family planning program, a runaway youth center, or education services—must be submitted to a local or regional clearinghouse.[2] You can find out where your local clearinghouse is from your State Central Information Reception Office.

Your local clearinghouse will probably have a list of all federally funded service delivery programs operating in your area. In some instances, this A-95 list will include programs not mentioned in *Geographic Distribution* or elsewhere. Remember, it's important to use all the sources together if you want the most complete information possible.

For every funded grant application, your local clearinghouse will have the name of the grant (thus leading you back to the *Catalog* for more information), the name of the grantee, the total dollar amount, and the duration of the grant. In addition, the clearinghouse will probably have the grant application itself, possibly with backup data, and correspondence related to the grant. Sometimes these applications won't tell you much, but occasionally they will be rich with assessments of local needs, statements of priorities, program plans, and budgets. And if any allegations of civil rights discrimination were made through the clearinghouse before the grant was approved, those claims will be kept on file. By reading all these documents, you may find names of individuals and groups who looked at the program in the past. You may even learn that serious questions about the program were raised in the application stage.

Several organizations in your community may be requesting federal funds from the same pot of money. All funding applications still pending and all comments will be on file at your local clearinghouse. Here's your chance to get a great deal of information about a problem in your community and about approaches that are being developed to deal with the problem. You may be able to have an impact on what applications are ultimately funded.

What Are Your State's Plans?

What are your state's priorities for social services? Day care? Homemakers? Visiting nurses? How can the public influence the state's priorities? What arguments have been persuasive before? What officials are in charge of the programs that interest you?

Many federal programs require the states to submit state plans, which may answer these and other

[1] See Appendix I for a list of these offices.

[2] There is an Appendix in the *Catalog* that indicates whether particular programs are covered under A-95. Income programs such as welfare are not included.

questions.[3] If you want to see copies of all state plans relevant to your community, another aspect of the A-95 process can help you. Under Part III of A-95, all state plans must be kept on file and be available to the public through the governor's office.

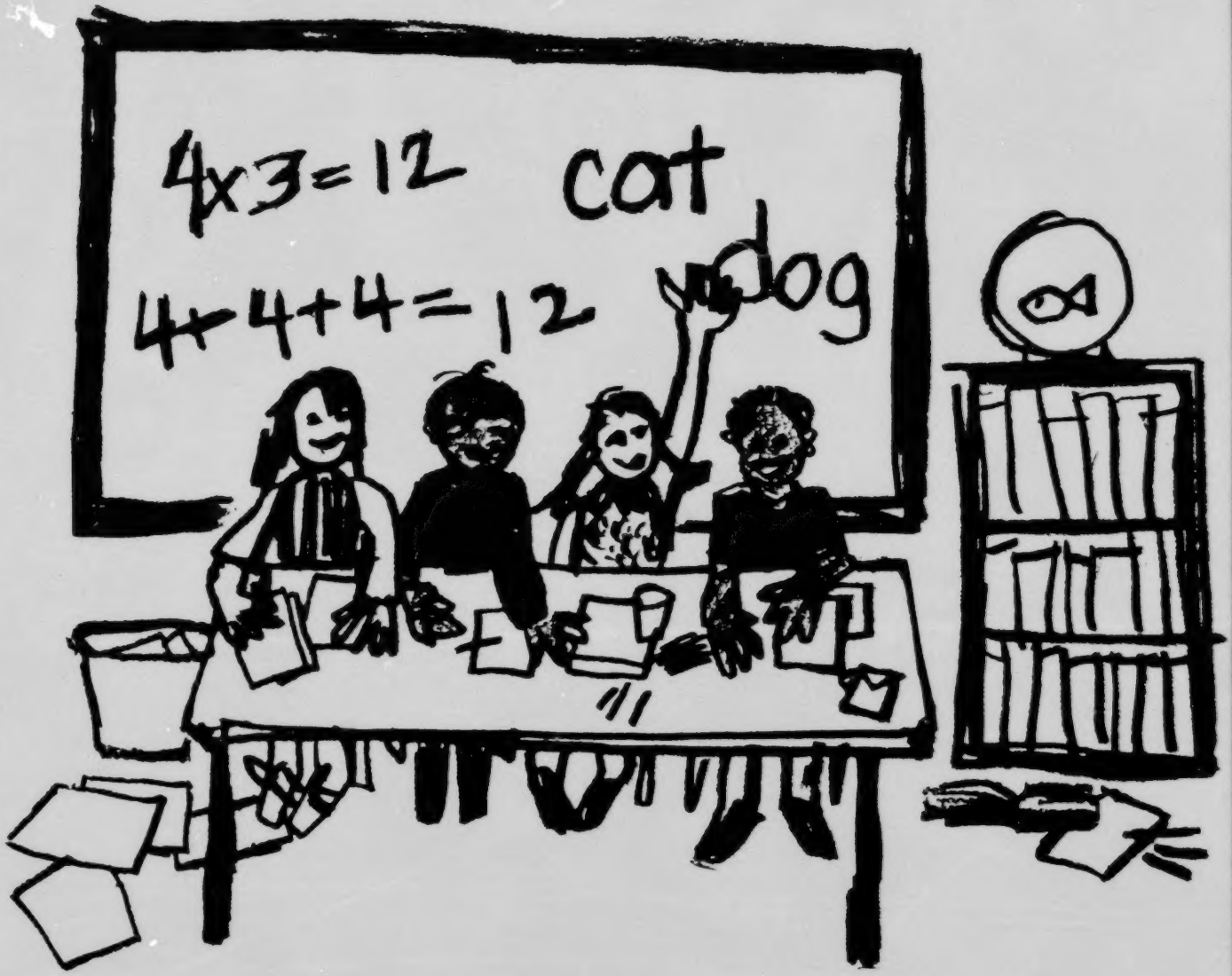
Not all state plans will be useful to you. They come in many forms, and it's often difficult to judge whether a state plan is worth poring over. Many programs that in the past had separate plans have now been consolidated into a single plan. Some plans merely recite the required legal assurances (for example, that there will be no discrimination in the provision of services) and then copy the original federal statute stating what the funds should be used for. Such plans give almost no clue as to what will actually be done with the money. Other plans are duplicates of the last year's plan and therefore may be out of date. Many plans say little or nothing about where a program will operate—so there is no way of telling which, if any, part of the program will operate in your community.

Still, a child advocate can use even a flawed plan, if only to argue for better planning the next time around. Sometimes the plan will include the names of those who participated in its development and references to supporting documents. You should get in the habit of recognizing and following up on these leads. Plans for some programs—Title XX of the Social Security Act, for example—must include all proposals

[3] You can find out whether a specific program should have a state plan by checking in the *Catalog*. We have included in Appendix J a list of all federal programs requiring state plans as of the date of this handbook.

not accepted and explain why they were rejected. These, plus the statement of program philosophy or rationale that is often included, give advocates a good sense of what arguments have been and may still be best received by the state. Further, the list of priorities laid out in a plan gives you an opportunity to check whether local agencies are carrying out their programs in line with state policy. If you disagree with the priorities, you may be able to participate in the planning process and attempt to reorder the goals. Some plans, including most special education state plans, will inform you of access points for public participation.

Finally, state plans often give valuable nuts-and-bolts information. They may include lists of state-level officials responsible for various aspects of a program. By reading a state plan you might discover who is in charge of the appeals process in special education cases; what official is responsible for receiving program audits and evaluations for facilities serving delinquent children; or what agency licenses child welfare placements. State plans may contain rules that your local program must follow and standards it must meet. These rules and standards, perhaps found nowhere else, are the legal handles you can use to challenge official actions. Some state plans set forth requirements that force local officials to prepare various documents, which you can then look at for more information. For example, the state plan controlling how federal juvenile delinquency prevention money is spent in your state should specify how and when local grantees must submit reports to the state.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cat
4+4+4=12
dog

Selected Topics 4

EDUCATION

Education is supposed to be a universal service. Almost all children—rich and poor, black and white, handicapped and nonhandicapped—attend schools.[1] Public schools and school districts collect, generate, and record enormous amounts of information about their day-to-day operations and about the children they serve. Far more local information is available about education than about other program areas. Advocates need this information. You can get it.

The Office for Civil Rights Surveys

How many children are enrolled in your school district? How many black girls? White boys? How many boys were expelled in your district? How many whites were suspended? How many blacks? How many handicapped children are enrolled in your district? How many handicapped children living in your district are not enrolled in school? How many are receiving home-bound instruction?

If your district was one of the 4,000 to 6,000 school districts nationwide that was covered by the 1978 Office for Civil Rights (OCR)[2] Elementary and Secondary Civil Rights Survey, you can have the answers to these questions, and others, for your district as a whole.[3] The OCR survey is conducted every two years. Some districts are included each time; other districts rotate in and out of the survey sample. Your district will be included in this survey at least once every six or eight years and—unless it was one of the few granted a waiver—was definitely covered in the

[1] We found, however, when CDF studied the problem in 1974, that two million children were not in any school. Today that number is still high—one million children have neither a high school diploma nor attend school. This is one of the problems you can investigate in your area. For more information, see *Children Out of School in America* (Cambridge, Mass.: Children's Defense Fund, 1974).

[2] Under the law creating the Department of Education, the Office for Civil Rights is being split into two parts. One part will stay with the Department of Health and Human Services, formerly the Department of Health, Education, and Welfare. The other part will go under the Department of Education.

[3] To find out if your district was included in the 1978 survey, call your regional Office for Civil Rights, listed in Appendix K. For a detailed history of the survey, see *The Elementary and Secondary School Civil Rights Survey: An Analysis* (Washington, D.C.: Children's Defense Fund, 1977).

1976 survey. The 1976 survey required every school district in the country to provide some basic data to the Office for Civil Rights. We'll discuss that survey in more detail below.

The OCR survey generally involves two forms—the District Summary and the Individual School Report. The **District Summary (Form #101),** as of 1978, contains total enrollment of the district, by race and sex, plus a few additional items that may change from year to year. In 1978 (for school year 1978-1979), those additional items included a count of expulsions (by race and sex) and several counts of handicapped students resident or attending school in the district. In addition to the data above, you can find out how many handicapped students come to your district's schools on a tuition basis; how many resident handicapped children your district pays to send to public or private schools elsewhere; or how many children your district has evaluated for possible handicapping conditions.

The survey allows you to get even more details by using the **Individual School Report (Form #102).** *For each school* in your district you can find out: how many children are enrolled; how many non-English-speaking children there are; how many children have received corporal punishment; how many were suspended from school; how many were placed in programs for the behaviorally disturbed or for the academically talented; how many are in selected vocational education classes (e.g., home economics and industrial arts); how many students graduated; or how many are enrolled in special education programs for various disabilities and for varying periods of the school day.

These questions give just a flavor of what is included in the Individual School Report. You can find the data broken down, in most cases, by sex and by race. You can even discover the racial and sexual composition of *individual classrooms* within each school. There is no other single source so rich in detailed local data on education.

Using the information from the Individual School Reports, you may be able to uncover patterns of racial segregation within a school; sex discrimination in the vocational education program; excessive or inappropriate disciplinary actions; or improper and unnecessary isolation of certain kinds of handicapped children. You can find out how many mildly retarded students have been placed in self-contained classrooms and how many white students have been placed in programs for children with learning disabilities. By looking at participation in the school lunch and breakfast programs, you can get some idea of family income, by race, for your school. You can compare one school with other schools in your district or in other districts. And, since each form is signed by the person who filled it out, you have the name of the school official to question about backup data and further information.

The 1976 survey, as mentioned above, was a special one. In that year, every school district in the country (except those in some of our largest cities) was required to fill out the District Summary (#101) form.[4] And in 1976, that form included not only the regular enrollment data, by race and sex, but also districtwide

[4] Some of the districts not reporting fully in 1976 were New York City, Boston, Philadelphia, and Chicago.

counts of children suspended; children in special education programs; children in vocational education programs; non-English-speaking children; students enrolled in non-English-speaking classes; children who are handicapped and unserved; and children placed in home-bound instruction. For most of these categories, race and sex breakdowns were required along with the totals. It is very likely that you can find this information for your district.

In addition, some 3,600 districts in 1976 were asked to fill out Individual School Reports that included all but one of the questions mentioned in the regular Form #102,[5] plus counts, in most cases by race and by sex, of pupils transported, dropouts, referrals to juvenile courts, referrals for disciplinary reasons to alternative education programs, and enrollment in advanced science and math classes.

There are several **reports based on the 1976 OCR data.** These reports include a *Directory* that gives a rough overview of the data for all 16,000 districts and summaries that enable you to compare figures from your district with state and national figures. The *Analysis of Selected Civil Rights Issues* compares districts within each standard federal region[6] on 11 civil rights issues, based on data drawn from the Individual School Reports.

The OCR survey data are a bonanza for child advocates. They do, however, have some weaknesses. Local school districts collect the data that go into the reports any way they please—they may use guesses, estimates, or actual counts. The federal government does not adequately monitor the gathering of the data. Before you rely on the accuracy of your district's reports, you should, ideally, find out how the information was collected. That doesn't mean you must necessarily discard the data if you are suspicious about their accuracy. But you are undoubtedly better off if you know the problems related to the information you—and local school officials—are using. And if you can turn up real failings in how the data are collected, you might be able to convince school officials to use a different approach the next time your district is surveyed.

Consolidated State Forms

Where else can you find out about the special education programs available in your school district or the numbers of children enrolled in various vocational education classes? Where can you find the reading scores and the teacher/pupil ratios in different schools?

Your school district prepares a great deal of information that is sent to the state department of education rather than to the federal government. Indeed, the OCR survey is the only major report that goes directly from your district to the federal government.

States require information from local school districts in many forms. In some cases, a state may use a federally designed form; in others, the state may develop its own reporting documents. Some states call for a variety of reports to be submitted to different state offices at different times of the year. An advocate

[5] The only question regularly asked on the Form #102 but not asked in 1976 related to school lunch and breakfast program participation by race.

[6] See Appendix P for a list of the ten standard federal regions.

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in a state that still maintains this sort of system has no choice but to visit the many separate branches of the state department of education and collect all the separate forms. But many states have computerized their information systems and have converted to a "consolidated school district information return" filed once a year. In Massachusetts, for example, the consolidated report generally runs to well over 100 pages per district. Thus, the advocate can turn to a single, if long, document that contains essentially all the state-reported data.

Many of these reports will be related to school budgets, salaries, and financing. But other valuable program information will also be included.

Special Education Reports

What kinds of special education services are available in your district? How much does it cost to serve handicapped children? How many handicapped children are not served? What services are needed but not available? How well are the special education programs working?

The OCR survey may help you answer these questions. But perhaps your district hasn't been included in the survey recently; or perhaps you want to compare the survey data with other data or want information gathered every year rather than less frequently.

For these and other reasons, you may want to look at the three kinds of special education reports your district must provide your state under federal law (The Education for All Handicapped Children Act, Public Law 94-142). First, there is a districtwide

special education plan, designed to be a description of the special education programs and procedures of your district. This is not an Individualized Education Program for a particular child, but an inventory of all services available for special needs children. A look at this plan will tell you what kind of programs are offered in your district—and what kinds are not. As with other sources in this handbook, the quality of local plans varies greatly.

Second, your district must submit **counts and cost data,** including the total number of children served in special education, broken down by handicapping condition and by type of placement, and the per pupil expenditures for regular and special education students. You can thus find out, for example, the total number of educable mentally retarded (EMR) children educated in your district, plus the percentage served in self-contained classes, or mainstreamed 60 percent or 25 percent of the time, or integrated into regular classes full time. You can also discover the number of handicapped children your district says are unserved or inappropriately placed and the kind of programs your district says these children need. The district, further, must supply a count of qualified specialists in various areas. Here's the place to find out whether your district actually employs the personnel necessary to carry out each child's Individualized Education Program.

Finally, although this is rarely done at present, districts are required to prepare **evaluations of special education programs.** By reading these evaluations, you may find useful information from which to begin your own assessment of the quality of various programs offered.

Title I Reports

Which schools in your district have the highest enrollment of poor children? How do those schools compare with other schools in terms of pupil/teacher ratios, average per pupil expenditures, average teacher salaries, and student scores on reading tests?

Your district's **Title I reports** to the state will provide you with this information. Title I of the Elementary and Secondary Education Act is a federal program designed to aid schools that serve a large number of low-income students. Once a school is designated a "target" school, the Title I money is to be used to provide supplementary programs and services to all low-achieving students enrolled, not just to low-income children.

The federal government requires each district that receives Title I money to make certain reports to the state. For the *district as a whole,* the report includes the number of children participating in Title I by grade, race, and handicap, if any; pre- and post-Title I scores; and budget and staffing data. For *each school* in the district, the total enrollment, the number of low-income students, and the number of children participating in the Title I program are counted. And for each school in the district with a Title I component, the enrollment, number of teachers, amount of salary expenditures, pupil-teacher ratios, per pupil expenditures, and average teacher salaries are reported and compared with the district as a whole and with non-Title I schools.

In addition to all these numbers, your district must provide "program narratives" describing the various Title I services provided—where they are, why they

are needed, and how much they cost. Evaluations of the program, including a comparison of pre- and post-test scores between participating and nonparticipating students, are also required. If you have trouble getting any of these documents, contact your Title I parent advisory council. There is one council per district and one for each Title I school.

Vocational Education Data

How many students are enrolled in vocational education programs in your district? Of these, how many, by race and sex, are in industrial arts? In home economics? How many students in cosmetology are handicapped? Are girls? Come from low-income families?

Under the **Vocational Education Data System (VEDS),** school districts must each year report districtwide information to the state about each vocational/occupational/technical program offered. The data include counts of the number of children, by race and by sex, who participate in vocational education. For each specific program, there are at least counts of the students by sex, and sometimes by race, and counts of low-income and handicapped students.

In addition to this yearly VEDS information is an **Office for Civil Rights vocational education survey** conducted during the 1979-1980 school year and covering every school that has a vocational program. This survey, like other OCR reports, will go to the federal government rather than to your state. Unlike VEDS, it will gather data on a school-by-school basis. For each vocational program in a school, and for each work-study and cooperative education program, the school must report the number of children enrolled, by race, by sex, and by handicap. You can discover which programs are operating in which schools and whether certain programs have a disproportionate number of girls, minority children, or handicapped children.

Other Federally Funded Education Programs

There may be other federally funded education programs in your local school district that generate useful information. A look at your school budget or the sources described in Chapter 3 of this handbook will give you a good picture of what federal money is coming into your school district. We'll describe the information available through a few of the more common federal programs. Note that for your community you'll have to figure out what programs exist, what information is available, and where it can be found.

The **Emergency School Aid Act (ESAA)** provides funds to aid desegregating school districts. If your district receives ESAA money, it must provide counts, by school, of pupil enrollment, graduates, and dropouts—by race, by sex, and sometimes by dominant language. These data can supplement OCR survey data and, for those districts not covered by a recent OCR survey, can fill in gaps. In addition, when your district applies for ESAA funds, it must document a problem and then describe what will be done with the ESAA money. In those cases where your district seeks grants for special programs—like dropout prevention, bilingual education, or school discipline alternatives—the document may contain substantial infor-

mation about a specific problem in your district.

School breakfast and lunch program reports and applications are especially valuable for revealing the distribution of poverty among neighborhoods. **Impact Aid** reports include districtwide counts of children who live in public housing projects and attend public schools. Counts of pupils, by district, transported at public expense can be obtained from the National Center for Education Statistics in the Department of Education. This information system is known as **ELSEGIS,** the Elementary and Secondary School General Information System. It contains much fiscal and enrollment information. Your school district may also receive money through the **Indian Education Act,** Head Start, Title XX, or CETA, the Comprehensive Employment and Training Act. All these programs produce information.

Local Sources

What is your school district's budget? How much are teachers in your district paid? What is your district's policy on school suspensions?

Your town library or school board library should have an annual school budget, an audit, a planning report to the local planning agency, and a directory to school offices and administrative staff. You may also find the district's "fund balance report"—the basic monthly fiscal report of expenditures and budget changes—and the teachers' contract.

A few local items are of exceptional importance. An advocate should always get copies of the forms a school sends home—school rules, behavior or discipline codes, report cards, suspension notices, special education notices, parental permission forms, and rules for access to student records.[7] It is also useful to see a copy of the rules and forms given to regular or substitute teachers.

Reports on Special Schools

What about "special schools" such as schools for delinquent children? How many are there? Of what type? Where are they? Who goes to them?

Every year each state submits to the federal government a report listing **state-funded schools for neglected and delinquent children.** In addition, OCR has recently conducted a **survey of state-funded special schools.** Data were collected on the sex, race, and handicap status of enrolled children, as well as on characteristics of those children who successfully completed the program. OCR is also scheduled in the fall of 1980 to conduct a **survey of state-funded residential placement facilities for handicapped and neglected children** (welfare placement agencies). Enrollment for each school will be counted by race, sex, and handicap. Each agency will report intake and placement by race, sex, and handicap. The form and exact content of these surveys have not yet been determined, but it's worth your while to keep tabs on how this survey is progressing—if at all—in your community.

[7] The Family Educational Rights and Privacy Act (FERPA, Public Law 93-380) established important rights to access and privacy for public school students and their parents. Few school systems fully comply with the law.

HEALTH

How many babies were born in your community last year? How many were boys? Girls? Hispanic? How many infants were born to single parents? How many were born somewhere other than in a hospital? When did their mothers first see a doctor? How many newborns died? How many children died as a result of accidents? How many died of leukemia? Of infectious diseases?

These questions are obviously of crucial importance to advocates concerned with the health of children. The answers are what are called "vital statistics."

All but two states in the nation belong to a cooperative system in which vital statistics, including the answers to the above questions, are sent to the federal government.[8] The Department of Health and Human Services (formerly the Department of Health, Education, and Welfare) compiles this information in a book called *Vital Statistics of the United States*. Because it takes time for this book to be written and published, the information in it is often a few years old. If you need more up-to-date facts, you can go to the office in your state that collects vital statistics, usually an office of vital statistics in the state department of public health, or one of the Health Systems Agencies (HSAs) discussed later in this handbook.

What is in *Vital Statistics?* For every locality in the country with 10,000 people or more, you can find the number of births, by race and by whether that birth was in a hospital. You can find infant mortality, by race, of children under 1 year old and under 28 days old. For SMSAs, for some 3,000 counties, and for your state as a whole, you can learn the number of births and the birth rates by sex, race, and weight; by race, age, education, and marital status of the parents; by the infant's position in the family (first child or second child, etc.); and by the spacing of children in the family.

You could find, for example, the number of births to mothers who haven't finished high school; the number of births to white teenagers; and the number of births to black mothers who did not receive prenatal medical care until the final three months of their pregnancies. What you do with this information depends on your needs. But it is certainly useful for assessing whether prenatal health care services are reaching enough mothers at risk; in predicting potential day care needs; and in evaluating whether teenage pregnancies are a major or increasing problem in your community.

For SMSAs, 3,000 counties, and each state, you can locate the number of deaths and the death rate by the age, race, and sex of the child and by the cause of death. You can find out the infant mortality rates by race for infants born to teenage mothers or the number of children killed in car accidents. Information showing deaths from parasite infections in rural areas may lead you to question sewage disposal methods or the safety of the public water supply.

Other sources of information about children's deaths may come from newspaper notices, from death

[8] This system is called the Cooperative Health Statistics System. The two nonparticipating states are North Dakota and South Dakota. A list of state project directors is presented in Appendix L.

certificates filed with the state registrar of vital statistics,[9] from accident reports at your local police station, or from daily admissions forms in your hospital. These documents are not open to the public in every community. You'll have to find out what's available in yours.

Individual children's deaths are always a tragedy. But the number of deaths from a particular kind of accident, from some sort of environmental poisoning, or from one disease may point to a pattern that was avoidable in the past and can be halted by appropriate action in the future. In one town, when two high school football players within several months were discovered to have leukemia, child advocates began to investigate the cause of the tragedy. They found that the team practiced on a field next to a chemical plant whose waste was a carcinogen. The team members were in even more jeopardy than were the workers inside the plant.

What are the most common health problems of children in your community? Is there a lot of lead poisoning? Do you have many preschool children with hearing problems? What kind of health care for children is most needed? What services are available? How many, if any, hospitals have pediatric or obstetrical services? Well-baby clinics? Adolescent clinics? How many have drug or alcohol dependency programs? How many general or family doctors practice in your area?

[9] The project directors of the Cooperative Health Statistics System (listed in Appendix L) can direct you to your state registrar.

Information about the quality of health care for children is often nonexistent or unreliable. If an agency or group in your community has evaluated the quality of care, you should get a copy of their documentation. But for many areas, you will have to start by looking at the needs of children and the services supposedly available.

Probably the best source of information about children's health, along with the vital statistics data and special local reports, is available through the **Early and Periodic Screening, Diagnosis, and Treatment (EPSDT)** program. This program is part of Medicaid and is designed to provide preventive and routine health care to low-income children.[10] Local EPSDT providers report each month to your state health department (or Medicaid agency) on the number of children screened and, of those screened, the number of children referred for needed treatment. The report will break down the referrals to identify the number of children found to have vision, hearing, dental, and lead poisoning problems. In some places, more information is reported: records of test results by age, sex, and race; follow-up on children referred; immunization status of children screened; results of testing for known local environmental exposure conditions, such as asbestos; and findings on developmental program scales.

[10] CDF looked at how well this program was operating. For more information, see *EPSDT: Does It Spell Health Care for Poor Children?* (Washington, D.C.: Children's Defense Fund, 1977). There is legislation currently pending to reform this program. If the legislation is enacted, EPSDT will be known as the Child Health Assurance Program (CHAP).

One obvious limitation of EPSDT data, no matter how extensive, is that they cover only children eligible for Medicaid and thus have a built-in undercount of the health needs of the total population of children in your area. Furthermore, there is no way to know for sure that the numbers reported present an accurate picture of children's health needs. For example, a low number or percentage of children referred for treatment of hearing problems might mean that audiological care is not a significant need of low-income children; or it might mean that the hearing screening was grossly superficial and overlooked the problem; or it might mean that the problems were found but, for a variety of reasons, children were not referred for treatment. Therefore, a child advocate cannot depend on a low number of EPSDT referrals to conclude that a problem does not exist.

On the other hand, by using data available from the state, you can compare referrals in your community for various conditions with referrals from other areas. If your local referral rate is disproportionately low, you might have reason to doubt the quality of screening in your town. Further, if you find a high number or percentage of children referred for a particular condition, then you may have pinpointed a problem. EPSDT data could, for example, reveal that your community has a serious lead paint poisoning problem. EPSDT referrals could give an estimate of a potentially handicapping condition among a segment of the population—e.g., vision problems among preschool children. Using such an estimate, you can back up your advocacy with data for public elementary school programs for vision-impaired children.

To find out what health services are actually available for children, you should probably turn to your state or regional Health Systems Agency (HSA). These HSAs were set up under Public Law 93-641 to plan the delivery of health services for each community. Ask your state department of public health for the names and locations of your HSAs. The HSA covering your community probably receives vital statistics data as well as monthly reports of medical charges billed to Medicaid. It most likely maintains a register of physicians and medical facilities and the services they provide. And although the HSA does not focus solely on children, some of the information it collects may well be relevant to your concerns. You might be able to find out whether your local hospital has a pediatric service, or how many obstetricians practice in your community, or where the nearest drug rehabilitation program operates. With the Medicaid data, which often are broken down into an "under-21" age category, you may be able to identify the kinds of medical procedures reimbursed, such as blood tests for lead paint poisoning, and where these procedures were carried out. You might also be able to compare availability of services among facilities.

Finally, whenever a major medical facility wants to expand, it must justify such an expansion with the HSA. These expansions—and their justifications—won't necessarily involve services to children, but in those instances when they do, you might locate a great deal of information and backup data.

Other agencies may also have information about children's health needs and services in your community. If you're interested in nutrition, for example, you might look at your state's report on the special supplemental food program for **Women, Infants, and Children (WIC).** This program involves federal grants to each state—usually to the state health agency—that are then distributed by the state to many local health service agencies that serve low-income populations. The state agency will usually request detailed monthly reports of health and nutrition needs and services and quarterly counts of those served by racial and ethnic characteristics. These are among the most detailed and timely reports dealing with geographic areas that have high concentrations of low-income families and individuals.

You might also try your state or local maternal and child health agency, family planning program, venereal disease clinic, or community health or mental health center. These programs may have data on such topics as immunization rates; prevalence rate for certain acute and chronic conditions among children; estimates of the number of unwanted teenage pregnancies; drug- and alcohol-involved pregnancies; or absence of prenatal care. All these figures will be invaluable to understanding the range of children's health needs in your community.

Finally, your state health agency probably administers the **Developmental Disabilities Basic Support and Advocacy** program. This program involves federal grants to states to provide programs, services, and advocacy support for persons with physical and mental disabilities manifested before age 22—in other words, for handicapped children and for adults who were handicapped children. The program produces no uniform national data, but the annual

plan, prepared by the designated state agency, will describe how services and advocacy are structured and how they are separated. The state agency should maintain a list of where in the state service and advocacy projects are located.

EMPLOYMENT

How many teenagers in your town are unemployed or underemployed? How many of them are Hispanic? How many are young women? How many are ex-offenders?

Data on youth employment are sparse. But they are an integral part of understanding and remedying such problems as adolescent unemployment, teenage parenthood, inadequate or inappropriate vocational education, and high dropout rates. As with other subjects, we urge you to check on local employment studies in your community. We'll just mention two sources of information, generally available, that may be a beginning.

The **Comprehensive Employment and Training Act (CETA)** is designed to provide assistance to economically disadvantaged individuals who are unemployed or underemployed. Some CETA money is earmarked specifically for programs for young people ages 15 to 22. The "prime sponsor"—that is, the agency that oversees your local CETA program—reports on the number of participants who are 15 to 22 years old, by sex and race, and gives the number who are handicapped, have limited English-speaking ability, are high school dropouts, and are ex-offenders. Unfortunately, none of the figures is presented

in cross-tabulated form. But by contacting the local prime sponsor yourself, you may discover that unpublished cross-tabulated data are available. Remember, this source only gives information about young people who are participating in CETA programs; it will not count those unemployed or underemployed youths who are not involved with CETA.

Another place to look for information on youth unemployment is the *Geographic Profile of Employment and Unemployment.* This *Profile* contains annual counts, by state and for the 30 largest SMSAs, of unemployment rates for teenagers and, where the sample is large enough, for minorities. Also, the March 1976 Survey of Income and Education, described in Chapter 2 of this handbook, has some youth employment information.

INCOME ASSISTANCE AND SOCIAL SERVICES

AFDC and SSI

How many children in your state receive Aid to Families with Dependent Children (AFDC)? How many of these children are white? How many live in single-parent households? How many receive day care services? How do your state's eligibility requirements and payment levels compare with those of other states? How many children live in families that receive Supplemental Security Income (SSI)?

AFDC, commonly called "welfare," is a major source of public assistance to children and families.[11] Your state and federal government share in this program. At least quarterly, your state reports to Washington certain **general information about AFDC recipients.** Only families in serious financial need are eligible to receive AFDC; thus, information about AFDC recipients will give you a look at the low-income family population in your state and at the resources with which they are striving to exist.

You can, with some luck, find monthly state-level figures in the *Social Security Bulletin* for the total number of AFDC recipients, the number of recipients who are children, the total dollar amount of benefits, and the average dollar amount of benefits per individual recipient. Each year, the data for the month of February are published on a county basis. For a reference to this book in Appendix A, see *Recipients of Public Assistance Money Payments.*

There is always reason to question the accuracy of the figures you find in these reports. Data collection is often hampered when local officials are unable or fail to report on time. Still, the information will give you some idea of the operation of AFDC.

Every two years, the Department of Health and Human Services conducts a **national survey of AFDC participants and programs.** The sample size, however, allows for no local projections. State counts are provided in only half the states. But for those states, the data may be of considerable value. You can,

[11] For more information about how this program affects children nationally, see *For the Welfare of Children* (Washington, D.C.: Children's Defense Fund, 1978).

for example, find for your state the number of recipient children whose mothers work, whose mothers are incapacitated, or whose mothers are confined in correctional or mental institutions. You can find the number of recipient children or households by ethnicity, by the number of children in the family, or by the family structure. You can also learn the number of recipient children of various ages by what grades they are in in school. You can get a count of the number of AFDC children ages 12 to 15 who are not in school. Also, you'll get a breakdown of the number of AFDC children being provided various social services.

How does your state's AFDC program compare with other states' programs?

Comparing your state's AFDC program with that of another state can be revealing. Since each state determines many of the eligibility requirements, the calculation of basic needs, and the levels of payments, looking at what other states are doing may help you evaluate your own state's efforts. You can make these comparisons by using various reports compiled by the Department of Health and Human Services. The two most recent of these reports are on: *Characteristics of State Plans* and *Standards for Basic Needs.*

Each state, in addition, must prepare a **public assistance manual,** which describes the rules and procedures for that state's AFDC and related programs. Such manuals are invaluable for giving a sense of the specific strengths and weaknesses of AFDC, and they certainly dispel the notion that "life is easy on welfare."

Supplemental Security Income (SSI) benefits are an important source of income for poor families with disabled children and for children dependent upon a disabled or elderly adult.[12] Unfortunately, local data on the numbers of children who receive benefits from the program are hard to find. But counts of recipients and dollar benefits by ZIP code neighborhood are available from the Social Security Administration.

Title XX and Child Welfare Services

How many people in your state are slated to receive counseling or child abuse prevention services under Title XX of the Social Security Act? How much money will your state spend on various kinds of social services? How many children receive Title XX-funded day care? How much money does your state spend on Child Welfare Services?

A great number of federally funded social services are part of your state's Title XX program. Each year your state submits a **Title XX plan,** which estimates the number of persons—sometimes by county—who will receive various types of social services and the total cost of each service. The kinds of services are specified in some detail—from placement of a child in family day care, to counseling, to child abuse and neglect prevention, to foster care, to homemaker services. The figures in your state plan are only a projection of what will be provided, however. They are not necessarily an accurate picture of the need. Nor does

[12] Section 501 of Public Law 94-566 extended social services (referral for children 7 to 15 and all rehabilitative services, including medical and child care, for children under 7) to SSI recipient children. The program is operated by the maternal and child health agency in most states. No uniform data or information have ever been required, however.

your state plan explain why services are planned as they are or report *how* actual services were provided last year. CDF has a short booklet on how to read your state's Title XX plan.[13] Armed with that guide, you may be able to make some use of your state plan.

Beyond this annual plan, your state is required to report on Title XX program operations at least four times a year. These reports are part of what are called the Social Service Reporting Requirements (SSRR). You can find a summary of your state's quarterly figures in a book called ***Social Services USA.*** This book contains statewide counts of children in your state receiving Title XX and other social services. Children are also classified by what factor made them eligible—for example, whether they are on AFDC or Medicaid—and whether they are blind or otherwise disabled.

One limitation of the SSRR is that each state has its own data collection methods and its own set of definitions. Sometimes the data's usefulness is diminished because statistics are reported by case rather than by individual. For example, three children who live in one household and all receive day care may be reported as one case, instead of as three. Other times, categories are ambiguously or inconsistently defined. For instance, sometimes (even within the same state) the mother is considered the recipient of a day care service and sometimes the child is considered the

[13] *Title XX: Social Services in Your State, A Child Advocate's Handbook for Action* (Washington, D.C.: Children's Defense Fund, 1976).

recipient. So before you use the figures in the SSRR, be sure to look behind the numbers and find out where they came from.

Despite the limitations of the SSRR, there are three reasons for child advocates to look at *Social Services USA* and backup documents. First, although there is no direct connection between your state's Title XX plan and its SSRR figures, the two sources are, in fact, related. Suppose your state has been copying and resubmitting its same state plans year after year. If so, the figures in the plan will gradually drift away from actual practice as reported in the SSRR. Comparisons between the SSRR reports and the state plan will reveal the discrepancy and perhaps touch off real planning the next year. Second, when your state changes its actual practices without making the changes clear to the public, the changes will still (in most cases) show up in the SSRR reports. If, for example, your state starts using Title XX money for "permanent" (as opposed to short-term, emergency) foster care, the SSRR will reflect this change long before the state welfare agency explains it to the public. Finally, a look behind state figures may turn up county data. Where definitions are uniform, you can make county-by-county comparisons.

Child Welfare Services is a grant to states for miscellaneous social services to children, including foster care, child abuse prevention, adoptive services, and homemaker services—and for standard setting for child care institutions. (This program is often referred to as IV-B.) Other than annual plans, the only Child Welfare Services documents submitted by states to the federal government are expenditure reports. The federal regulations governing Child Welfare Services require, however, that the state agency operating the program (it must be the same as the Title XX agency) establish a monitoring program that covers local agencies and purchase-of-service providers funded through this program. If substantial monitoring were to indeed occur, it might be of great value. The monitoring plan is described in your state's Child Welfare Services plan.

Head Start

How many children in your community participate in Head Start? How many of these children are handicapped? What kind of services does your local Head Start program include?

Head Start has traditionally been a community-controlled program. Usually the best way to learn about Head Start in your area is to go to the Head Start Parent Advisory Council. This council will have access to the documents we mention below and will know about backup data or local studies. The council also has the power and access to generate still further investigations.

Two sources of information prepared by each Head Start operation are the comprehensive annual **Head Start application** and the **Head Start Performance Standards Reports.** The Head Start application includes a count of children to be served in various program components (education, social services, and so forth). The Performance Standards Reports contain evaluations of local Head Start programs; these evaluations rate the physical and programmatic

features of each program and usually give some indication of the children's educational progress. A look at these evaluations will give you an idea of the quality of your local program. And a study of the standards applied may give you ideas about how to evaluate other children's services in your area.

JUVENILE JUSTICE

How many juveniles were adjudicated delinquent in your state last year? How many teenagers were arrested for stealing cars? How many children were admitted to residential training schools, to detention centers, and to halfway houses? How many boys were released on parole? How many children were assaulted by adults? How many were the victims of robberies?

Your community may have answers to some of these questions, but the statistics vary widely from place to place. You should check with your local police department about the statistics they collect and also talk to your mayor's office or local school district. These and other agencies dealing with children's services may well have conducted studies on youth and the law in your area.

To get a general view of your state's juvenile justice system and how it's supposed to work, you can turn to your state's **Juvenile Justice Delinquency Prevention Plan.** As with any state plan, the attachments may or may not have a wealth of useful data.

Once you've read the plan, you probably will want to look more closely at the children involved—who they are and how they are served. If you're interested in finding out how many children in your state are charged with various crimes and what happens to them, several sources will help you. The *Sourcebook of Criminal Justice Statistics* has summaries of all crime, victimization, and correction statistics collected by the states and the federal government. More importantly, it includes references to state and local sources that contain more details.

The **juvenile detention and correctional facilities census** comes out once a year. Here's where you can find, for your state, the number of different facilities in which children charged or adjudicated delinquent are placed. Facilities covered in the census include secure detention facilities, forestry camps, and training schools. The facilities census also includes descriptions of the children involved—by sex, by average length of stay, by general category of court involvement, and by previous commitment record. Thus, you can learn how many girls were sent to reception or diagnostic centers as a first commitment or as a transfer from another facility. You can also find out, as of the day the census was taken, how many children were being held in closed detention centers in your state.

Underlying the published totals in the facilities census are more elaborate forms. Once a year, each facility in your state files a CJ-17 report containing a wide range of information. For each facility, you can find the average age of the resident children, a breakdown of the reasons they have been placed there, and various accounts of the facility's staff and expenditures. Thus, the CJ-17 reports will begin to take you behind the scenes of your community's juvenile

facilities or those in which children from your community are placed. For further information, remember two sources mentioned in the education section of this handbook: the reports on state-funded schools for neglected and delinquent children and the 1979-1980 OCR survey of welfare placement agencies.

If you're wondering whether children are being held in regular adult jails, generally run by your county, you might start by checking the **local jail census.** This census, which comes out every five years, describes every jail in your region. Each jail must report how many children were being held on the day the jail census was taken. Obviously, just because an adult jail reports that it's holding no children on that particular day does not mean that children are never held there. The jail census almost certainly underrepresents the number of children confined in adult jails. But it will give you a good start. For some jails, the census will confirm that juveniles are held there; for others, you'll have the name and address, and a few phone calls should get you the information you want.[14]

Too often, we forget that children can be victims of criminal activity as well as delinquents. If you're concerned about this problem, you may find some figures in the *Sourcebook of Criminal Justice Statistics* mentioned above, or you may want to turn to the **national crime survey.** This survey produces annual national data,

[14] For further information on this topic, see *Children in Adult Jails* (Washington, D.C.: Children's Defense Fund, 1976).

plus about 12 individual city reports.[15] If your city has been surveyed, you could get figures—by different age groups—about the victims of crime; you can learn, for example, how many black teenage boys were assaulted or how many white girls were robbed.

CHILD ABUSE AND NEGLECT

What is your state doing to prevent child abuse and neglect? The Child Abuse Prevention and Treatment Act of 1974 (Public Law 93-247) requires each state to record, investigate, and report cases of child neglect and abuse. About half the states report only the total number of cases (not separating abuse and neglect) without any breakdowns. The other half give fuller reports, which include counts of children abused or neglected by age, race, sex, and ethnicity; by family structure, income, education levels, and size; by the relationship of the perpetrator to the child; and by several other characteristics. The main item missing, even from the more detailed state reports, is an indication of subsequent state actions in substantiated cases.

Child abuse and neglect statistics for any one state are available from the state department of welfare or its equivalent. For all states, the National Center on Child Abuse and Neglect publishes a *National Analysis of Official Child Abuse and Neglect Reporting.* The National Center also publishes **regional directories of child abuse and neglect programs,** which will tell you where in your state child abuse is reported and where records are kept.

[15] In July-November 1972 and again in January-June 1975, the following cities were covered in the survey: Atlanta, Baltimore, Cleveland, Dallas, Denver, Newark, Portland (Oregon), and St. Louis. In January-March 1973 and again in January-June 1975, the following cities were covered: Chicago, Detroit, Los Angeles, New York City, and Philadelphia. In January-April 1974, the following cities were covered: Boston, Buffalo, Cincinnati, Houston, Miami, Milwaukee, Minneapolis, New Orleans, Oakland (California), Pittsburgh, San Diego, San Francisco, and Washington, D.C.

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Where Else to Look

5

What directories are available to child advocates? What other kinds of information are likely to be available for your community or state? Where else should you look?

The U.S. Census Bureau prepares a bibliography of local data sources. The bibliography is not oriented to child advocates, but it does offer a good overview of sources and guidebooks.[1]

The U.S. Government Printing Office (GPO) publishes almost 300 **subject bibliographies.** One of these, "Directories and Lists of Persons and Organizations, number 114," lists inexpensive directories to all the following: facilities for children with severe mental disorders; local jails and lockups; child abuse prevention and treatment centers; public schools; colleges; intermediate care facilities eligible for Medicaid reimbursement; runaway youth centers; state health officials; state department of education officials; local civil rights organizations; and even child advocacy centers.[2]

Other bibliographies are also useful to child advocates. You can get these bibliographies and a list of them from any of the GPO bookstores listed in Appendix M.

The ***National Children's Directory,*** published by Urban Information Interpreters of College Park, Maryland, is available in a few libraries. It lists a selection of child advocacy groups across the country by state and subject area.

Other national directories are occasionally useful to local child advocates. For example, the ***Washington Information Directory,*** available in many libraries, lists virtually all the national organizations working on legislation and federal programs, classified by the topics they work on. It answers the question, "Whom do I call about . . .?" The **National Telephone Directory** will sometimes enable you to locate an organiza-

[1] We have reprinted an updated selection from this bibliography in Appendix G.

[2] We have presented another short list of directories in Appendix N.

tion that doesn't have a Washington, D.C. office. It is available in most public libraries.

The federal government operates Federal Information Centers throughout the country. These centers can answer questions about the federal government and federal programs or put you in touch with the appropriate federal agency to help you.[3] If you know which agency you need to contact, check the federal regional office in your region.[4] Many federal agencies have offices outside Washington; these offices may be able to help you.

For other information you might want about your town or state, your most useful starting point is the reference librarian at the town library. He or she will have many of the sources mentioned in this handbook and may have a great deal of other material collected over the years—especially local plans and reports that even local officials may have forgotten about. Most major urban libraries have or are now developing Information and Referral (I&R) Centers that have staff trained to help citizens use and interpret many of the sources we've mentioned.

Many, but not all, states prepare annual or biennial summaries of the most important information collected by state agencies. These summaries have titles such as "Michigan Statistical Abstract" or "Massachusetts Fact Book" or "Wyoming Data Book."[5] Such books usually don't contain information on children or children's programs (with the exception of education) in useable form. But they can serve as guides to which sections of state agencies are—or ought to be—collecting information useful to child advocates. Although the tables you need may not be in the book, there will usually be something similar to what you seek. You can use these books as a kind of illustrated yellow pages to state government agencies and reports.

Many states have established some form of Governor's Council for Children and Youth. In a few states, this council has prepared a directory to all state data sources and to children's programs operated with state funds. Other councils should be encouraged to do so.

Almost every state agency produces an annual report—and, in some states, a fairly detailed budget document—that is filled with program summaries. Almost without exception, such documents do *not* provide breakdowns cross-tabulated by age and geographic region, though sometimes one or the other category is presented. These reports are nevertheless valuable because the local advocate can compare local data (acquired elsewhere) with the state totals.

One way to collect state agency reports is, of course, to visit all the agencies. But another method is sometimes better and always easier. Most state capitals and state legislatures have legislative or research libraries. With the cooperation of a state legislator, you can get access to the legislative library, where all the agencies file all their official reports. Generally this library also contains budget summaries and transcripts of testimony from state agency heads to the legislature. Providing access to such libraries is an inexpensive

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[3] A list of the Federal Information Centers is given in Appendix O.

[4] A list of the ten standard federal regions is given in Appendix P.

[5] A list of these is given in Appendix Q.

service that a state legislator can offer to advocates.

Directories to and information on all state governments are published by the Council of State Governments (P.O. Box 11910, Lexington, Kentucky 40578). They are excellent and timely but expensive. Try the library first. A few states themselves produce government "manuals" or "directories." They can be a godsend for locating correct addresses and official titles.

In larger areas, the local united planning organization—the United Fund or its equivalent—may compile a directory of at least its own members and often of all available local social service providers. It may also generate some kinds of local statistical and program data for community needs assessments. State or county offices of the Farm Bureau often do the same for rural areas.

Most county welfare officers and probation officers have directories of services that they use regularly. Borrow one and copy it. Hotlines and other grassroots referral agencies like community mental health centers and "little city halls" also have directories that are kept reasonably up to date. Many city planning departments have used part of their federal funds to produce "A Directory of Social and Recreational Services in Our Community," perhaps with a jazzier title. Directories of local services and service agencies are prepared annually by each Community Action Agency or Head Start project.

Don't, of course, forget your telephone book. Your Yellow Pages will give listings of everything from day care centers to social service organizations. Some include special detailed sections listing state and local government telephone numbers.

Finally, it's always worth asking every state and local official about the reports, data, or documents they look at when they plan or review their programs. Even if you locate nothing of value from these conversations, you will have gained invaluable information about how program decisions are actually made in your community.

DATA
THIS WAY
Office of
Planning
and
Evaluation

Epilogue: Advocacy for Data

We hope this handbook has motivated and helped you to find and use information. But it is important to be aware that much of the data that are indispensible to local advocates may not continue to be available. In the course of collecting information, you may hear officials complain that the sources we've mentioned represent unnecessary burdens of paperwork that distract public servants from doing their jobs.

As an advocate for children, you have reasons to be an advocate for data as well. You need to counter the argument that preparing state plans and other reports involves "too much paperwork." To be sure, there is always room for improving and streamlining reporting forms. But the information that goes into producing the reports included in this handbook is comparable to the information any competently run business routinely collects. To expect less from a public agency—to expect public officials to monitor or run programs, for example, without even knowing the number of children served—is, put simply, like expecting a business to operate without an inventory.

The federal government in recent years has granted the state governments more and more discretion over the use of federal dollars for social services and other programs. In relinquishing this control to the states, however, the federal government has failed to require or to enforce requirements that states collect data related to federal programs from local agencies. The results of this trend are far reaching and may well include a rise in the number of programs that fail to reach the children they were intended to serve. If a state or local welfare department can't document the number of low-income families who need day care or homemaker services, how can the state justify its Title XX allocations for these and other services? If a state vocational education office can't pinpoint the areas in which youth unemployment is the greatest, how can it comply with the requirement that vocational services be targeted on the geographic regions where the need is most pressing?

We believe that the federal government should require the states to collect data pertaining to federally funded programs, validate these data, and

make them available to the public. We also recommend that the federal government set standards covering the quantity, quality, and accessibility of the data states collect—so that public officials and child advocates alike have an accurate picture of the needs of children in their communities.

APPENDIX A:
A Guide to Sources Cited in the Text

Each of the sources mentioned in the text is listed below. The sources are listed in the order in which they first appear in the text. For each source, we give the text page on which it appears and the title used in the text (in boldface type). We list the full citation for the source; the frequency and date of collection of data (where relevant); whether it is covered by the federal Freedom of Information Act (FOIA) and by state freedom of information laws; the geographic detail of the data (where relevant); the availability of the material; and any additional comments that will help you to locate and use the source.

We have used several abbreviations in this appendix:

FOIA — Freedom of Information Act
SMSA — Standard Metropolitan Statistical Area (see page 12 above)
FDL — federal depository library (see Appendix B for a list of selected depository libraries)
GPO — U.S. Government Printing Office bookstores (see Appendix M for a list of these bookstores and their addresses)
SDC — State Data Center (see Appendix E for a list of the SDCs and their addresses)
NTIS — National Technical Information Service
CPR — Current Population Reports, U.S. Bureau of the Census

Chapter 2: The United States Census

p. 12 **Characteristics of the Population**

Citation: *U.S. Census of Population and Housing, Characteristics of the Population, Volume 1, Chapters A, B, C, and D, Nos. 1-52.* Washington, D.C.: U.S. Bureau of the Census, various dates.

Frequency, date of collection: every ten years hereto, every five years henceforth; years ending in 0, 0 and 5 henceforth.

FOIA status: published; original data sealed to protect privacy of persons.

Geographic detail: national; state; SMSA/large city; county; smaller city; small place.

Availability: public library; FDL; GPO; Department of Commerce district offices.

Comments: mid-decade censuses (taken in years ending in 5, beginning in 1985) will not provide the detail—either geographic or topical—found in the decennial censuses.

p. 14 **Census Tract Reports**

Citation: *U.S. Census of Population and Housing, Census Tracts, Series PHC(1) 1 to 241.* Washington, D.C.: U.S. Bureau of the Census, various dates.

Frequency, date of collection: every ten years; years ending in 0.
FOIA status: published; original data sealed to protect privacy of persons.
Geographic detail: SMSA/large city; county; neighborhood/subcity.
Availability: public library; FDL; GPO; Department of Commerce district offices.
Comments: one report for each SMSA.

p. 14 **Block Statistics**

Citation: *U.S. Census of Population and Housing, Housing Census, Block Statistics, Series HC(3) 1 to 278.*
Washington, D.C.: U.S. Bureau of the Census, various dates.
Frequency, date of collection: every ten years; years ending in 0.
FOIA status: published; original data sealed to protect privacy of persons.
Geographic detail: SMSA/large city; neighborhood/subcity.
Availability: public library; FDL; GPO; Department of Commerce district offices.
Comments: one report for each SMSA.

p. 14 **Subject Reports**

Citation:
- *National Origins and Language, PC(2)-1A.*
- *Negro Population, PC(2)-1B.*
- *Persons of Spanish Origin, PC(2)-1C.*
- *Persons of Spanish Surname, PC(2)-1D.*
- *Puerto Ricans in the United States, PC(2)-1E.*
- *American Indians, PC(2)-1F.*
- *Japanese, Chinese, and Filipinos in the United States, PC(2)-1G.*
- *State of Birth, PC(2)-2A.*
- *Mobility for Metropolitan Areas, PC(2)-2C.*
- *Migration Between State Economic Areas, PC(2)-2E.*
- *Persons in Institutions and Other Group Quarters, PC(2)-4E.*
- *Journey to Work, PC(2)-6D.*
- *Low-Income Areas in Large Cities, PC(2)-9B.*
- *State Economic Areas, PC(2)-10B.*

Washington, D.C.: U.S. Bureau of the Census, various dates.
Frequency, date of collection: every ten years; years ending in 0.
FOIA status: published; original data sealed to protect privacy of persons.
Geographic detail: national; state; SMSA/large city.
Availability: public library; FDL; GPO; Department of Commerce district offices.
Comments: other titles in these series do not have local data.

p. 16 **P-25 Series**

Citation: *Current Population Reports, Population Estimates and Projections, Series P-25.*
Washington, D.C.: U.S. Bureau of the Census, irregular.
Frequency, date of collection: annually and irregularly.
FOIA status: published.
Geographic detail: national; state; SMSA/large city; county; smaller city; small place.
Availability: public library; FDL; GPO; Department of Commerce district offices.
Comments: series includes national estimates by age, race, and sex, and population projections; for Arizona, Washington, and Massachusetts, this is the only source of estimates; a list of all state and local agencies preparing P-25 estimates is given in *State and Local Agencies Preparing Population Estimates and Projections: Survey of 1975-76*, CPR, P-25, No. 723 (June 1978).

p. 16 **P-26 Series**

Citation: *Current Population Reports, Federal-State Cooperative Program for Population Estimates, Series P-26.* Washington, D.C.: U.S. Bureau of the Census, irregular.

Frequency, date of collection: annually and irregularly.

FOIA status: published.

Geographic detail: national; state; SMSA/large city; county.

Availability: public library; FDL; GPO; Department of Commerce district offices.

Comments: one per year per state, except for Arizona, Washington, and Massachusetts, which are included only in the P-25 Series; a list of state and local agencies preparing P-26 estimates is given in *State and Local Agencies Preparing Population Estimates and Projections: Survey of 1975-76,* CPR, P-25, No. 723 (June 1978).

p. 16 **P-28 Series**

Citation: *Current Population Reports, Special Censuses, Series P-28.* Washington, D.C.: U.S. Bureau of the Census, irregular.

Frequency, date of collection: special censuses taken irregularly on request of local government except none taken within a year of the decennial Census; list published twice a year.

FOIA status: published.

Geographic detail: county; smaller city; small place.

Availability: public library; FDL; GPO; SDC; Department of Commerce district offices.

Comments: details of the results of a special census are available from the local government that contracted for the census and from the Data User Service Offices of the U.S. Bureau of the Census (see Appendix H for a list of these).

p. 17 **National Data Series**

Citation: *Current Population Reports, Population Characteristics, Series P-20; Special Studies, Series P-23; Consumer Income, Series P-60.* Washington, D.C.: U.S. Bureau of the Census, irregular.

Frequency, date of collection: irregular; survey every month, but topics vary (see Appendix D for a list of topics).

FOIA status: published.

Geographic detail: national.

Availability: public library; FDL; GPO; Department of Commerce district offices.

Comments: occasionally reports contain data for a few of the largest cities, selected states, or regions.

p. 18 **Survey of Income and Education (SIE)**

Citation:

- *Current Population Reports (CPR), Household Money Income in 1975, by Housing, Tenure, and Residence, for the United States, Regions, Divisions, and States, P-60, No. 108.*
- *CPR, Money Income and Poverty Status in 1975 of Families and Persons in the United States, and the Northeast Region, P-60, No. 110.*
- *CPR, Money Income and Poverty Status in 1975 of Families and Persons in the United States, and the North Central Region, P-60, No. 111.*
- *CPR, Money Income and Poverty Status in 1975 of Families and Persons in the United States, and the South Region, P-60, No. 112.*
- *CPR, Money Income and Poverty Status in 1975 of Families and Persons in the United States, and the West Region, P-60, No. 113.*

- *CPR, Demographic, Social, and Economic Profile of States: Spring 1976, P-20, No. 334.*
  Washington, D.C.: U.S. Bureau of the Census, various dates, November 1977 through January 1979.

Frequency, date of collection: one time only; March 1976, income from 1975.
FOIA status: published; original data sealed to protect privacy of persons.
Geographic detail: national; state.
Availability: public library; FDL; GPO; SDC; Department of Commerce district offices.
Comments: unpublished data may be available from the SDCs; CPR, P-60, Nos. 110-113 contain the most detail for each state, P-20, No. 334 is the best source for multistate comparisons.

p. 18 **Census of Governments**

Citation: *Census of Governments, Volumes 1 through 8* (21 reports).
Washington, D.C.: U.S. Bureau of the Census, 1979-80.
Frequency, date of collection: every five years; years ending in 2 and 7.
FOIA status: published.
Geographic detail: national; state; SMSA/large city; county; smaller city; school district.
Availability: public library; FDL; GPO; Department of Commerce district offices.
Comments: the *County and City Data Book* (see next entry) is less detailed and timely, but more comprehensive and convenient; contents of the *Census of Governments* are similar to, but more detailed than, those of the *Current Government Reports*, published each year by the Census Bureau.

p. 18 ***County and City Data Book***

Citation: *County and City Data Book, 1977 (A Statistical Abstract Supplement).*
Washington, D.C.: U.S. Bureau of the Census, 1978.
Frequency, date of collection: published every five years; years ending in 2 and 7; data collected at various times.
FOIA status: published.
Geographic detail: national; state; SMSA/large city; county; smaller city.
Availability: public library; FDL; GPO; Department of Commerce district offices.
Comments: convenient but not timely.

p. 18 **Agricultural Census**

Citation: *Agriculture Census, Volumes 1 to 6.*
Washington, D.C.: U.S. Bureau of the Census, various dates.
Frequency, date of collection: every five years; through 1974, years ending in 4 and 9; 1978; thereafter years ending in 2 and 7, beginning with 1982.
FOIA status: published.
Geographic detail: national; state; county.
Availability: public library; FDL; GPO; Department of Commerce district offices.

p. 18 **Annual Housing Survey**

Citation: *Annual Housing Survey: Housing Characteristics for Selected Metropolitan Areas, Series H-170.*
Washington, D.C.: U.S. Bureau of the Census, various dates.
Frequency, date of collection: annual; each included SMSA is surveyed every fourth year.
FOIA status: published.
Geographic detail: national; SMSA/large city.

Availability: public library; FDL; GPO; Department of Commerce district offices.
Comments: national totals in *Series H-150 (Annual Housing Survey), Parts A to F;* see Appendix F for a list of the SMSAs included in the survey.

p. 18 ***Directory of Federal Statistics for Local Areas: A Guide to Sources***

Citation: *Directory of Federal Statistics for Local Areas: A Guide to Sources, 1976.* Washington, D.C.: U.S. Bureau of the Census, 1978.
FOIA status: published.
Availability: public library; FDL; GPO; Department of Commerce district offices.

p. 19 ***Census Users' Guide***

Citation: *1970 Census Users' Guide,* Vols. I and II. Washington, D.C.: U.S. Bureau of the Census, 1972.
Frequency: after every Census of Population and Housing.
FOIA status: published.
Availability: public library; FDL; GPO; Department of Commerce district offices.
Comments: technical handbook.

Chapter 3: Federal Programs: Dollars and Data

p. 21 ***Catalog of Federal Domestic Assistance***

Citation: *Catalog of Federal Domestic Assistance.* Washington, D.C.: Office of Management and Budget, various dates.
Frequency: annually (in May) with one update during the year (in November).
FOIA status: published.
Availability: public library; FDL; GPO.
Comments: sold only on a subscription basis; available also through U.S. Department of Agriculture County Agents and through Federal Information Centers (see Appendix O for a list of the Federal Information Centers).

p. 22 ***Geographic Distribution of Federal Funds***

Citation:
- *Geographic Distribution of Federal Funds in [state name, fiscal year].*
- *Geographic Distribution of Federal Funds in Summary [fiscal year].*

Washington, D.C.: Community Services Administration, various dates.
Frequency, date of collection: annual; approximately end of fiscal year.
FOIA status: published.
Geographic detail: national; state; SMSA/large city; county.
Availability: public library; FDL; SDC; NTIS.
Comments: one volume each year for each state, territory, and the District of Columbia, plus the summary volume; available through the National Technical Information Service, 5285 Port Royal Road, Springfield, Virginia 22161; the cost is substantial, and varies by state; prior to fiscal 1977, the reports were titled *Federal Outlays in [state name, fiscal year];* programs that operate throughout a state may be reported only for the state capital, and several separate minor programs might be consolidated with a major related program in the listings.

Chapter 4: Selected Topics

EDUCATION

p. 28 **District Summary (Form #101)**

Citation: Elementary and Secondary School Civil Rights Survey School System Summary Report, Form OS/CR-101.
U.S. Department of Education, Office for Civil Rights.
Frequency, date of collection: every two years; during the fall of even-numbered years.
FOIA status: federal.
Geographic detail: school district.
Availability: federal agency; state agency; local agency.
Comments: forms are best requested from the regional offices of OCR, listed in Appendix K; forms can also be obtained from your state department of education or from your local school district; every district that completes a District Summary also completes an Individual School Report (see next entry) for each school; only public school districts are surveyed; future district summaries will have few data on them.

p. 28 **Individual School Report (Form #102)**

Citation: Elementary and Secondary School Civil Rights Survey Individual School Campus Report, Form OS/CR-102.
U.S. Department of Education, Office for Civil Rights.
Frequency, date of collection: every two years; during the fall of even-numbered years.
FOIA status: federal.
Geographic detail: school.
Availability: federal agency; state agency; local agency.
Comments: forms are best requested from the regional offices of OCR, listed in Appendix K; forms can also be obtained from your state department of education or from your local school district; forms run five to ten pages per school, so copying costs can be substantial if you are interested in many schools; only public school districts are surveyed.

p. 29 **reports based on the 1976 OCR data**

Citation:

- *Distribution of Students by Racial/Ethnic Composition of Schools 1975-76, Volume I: Users' Guide and National and Regional Summaries.*
- *State and National Summaries of Data Collected by the 1976 Elementary and Secondary Schools Civil Rights Survey.*
- *1976 Elementary and Secondary Schools Civil Rights Survey, Analysis of Selected Civil Rights Issues, Volume I: Ranking Reports on Targeted Districts—Region I-X.*
- *1976 Elementary and Secondary Schools Civil Rights Survey, Volume II: Detailed Reports on Targeted Districts—Region I-X.*
- *Districts Selected to Participate in the 1978 Elementary and Secondary School Civil Rights Survey: Selection Factors.*
- *Districts Selected to Participate in the Fall 1978 Elementary and Secondary School Civil Rights Survey: Listing.*
- *Directory of Elementary and Secondary School Districts, and Schools in Selected School Districts: School Year 1976-77, Volumes I and II.*
  U.S. Department of Health, Education, and Welfare, Office for Civil Rights, various dates, 1978-1979.

Frequency, date of collection: one time; fall 1976.

FOIA status: federal.
Geographic detail: school district; school.
Availability: federal agency.
Comments: request these reports from the regional offices of OCR, which are listed in Appendix K; OCR has planned publications based on the 1978 survey that are similar to those from the 1976 survey; these will appear irregularly during 1980 and 1981.

p. 31 **special education plan**

Citation: Local Education Agency application for funding under Part B of Public Law 94-142, The Education for All Handicapped Children Act.
State Department of Education.
Frequency: annually; some portions may remain in force until superseded, and thus may not be submitted each year.
FOIA status: federal; state.
Geographic detail: school district.
Availability: state agency; local agency.
Comments: contents of application specified by federal regulations (45 CFR 121a.180-240), but the format and title may vary by state; can be requested from either your local school district or your state department of education.

p. 31 **counts and cost data**

Citation: State Annual Program Plans for funding under Part B of Public Law 94-142, The Education for All Handicapped Children Act, and Local Education Agency required information.
State Department of Education.
Frequency: annual.
FOIA status: federal; state.
Geographic detail: state; school district.
Availability: state agency; local agency.
Comments: contents of state plan are specified by federal regulations (45 CFR 121a.120-151); the local education agency's duty to supply the ingredient data is also specified by federal regulation (45 CFR 121a.240); format and title may vary by state; states file with the U.S. Department of Education, Bureau of Education for the Handicapped, a state plan, "Annual Program Plan for Part B (P.L. 94-142) and for P.L. 89-313, OE-9055," and an annual "Report of Handicapped Children Receiving Special Education and Related Services, OE-9056"; states also file "Financial Status and Performance Report, P.L. 94-142 and P.L. 89-313, OE-9039-1"; request local data from either your local school district or your state department of education.

p. 31 **evaluations of special education programs**

Citation: State Annual Program Plan for funding under Part B of Public Law 94-142, The Education for All Handicapped Children Act, Program Effectiveness Evaluation Procedures, and Local Education Agency required information.
State Department of Education.
Frequency: annual.
FOIA status: federal; state.
Geographic detail: state; school district.
Availability: state agency; local agency.
Comments: state department of education is required to evaluate programs by federal regulations (45 CFR 121a.146); local education agencies are required to submit data by federal regulations (45 CFR 121a.232); format and title may vary by state; the State Annual Program Plan will only refer to an evaluation report,

rather than contain it, so the evaluation report must be requested separately; a state may require data from only a selection of school districts rather than from all districts; states file "Financial Status and Performance Report, P.L. 94-142 and P.L. 89-313, OE-9039-1" with the U.S. Department of Education, Bureau of Education for the Handicapped; local data and reports can be obtained from either your local school district or your state department of education.

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Title I reports

Citation:

- Local Education Agency Application for funding under Title I of Public Law 89-10, the Elementary and Secondary Education Act of 1965.
- ESEA Title I Comparability Reports, OE-4524-A and OE-4524-B.
- Title I program narratives.
- Title I program evaluations.

State Department of Education.

Frequency: annual.

FOIA status: federal; state.

Geographic detail: school district.

Availability: state agency; local agency.

Comments: contents of project applications and comparability reports are specified by federal regulations (45 CFR 116a.19-26), as are evaluation requirements for states (45 CFR 116.7) and for local education agencies (45 CFR 116.43 and 45 CFR 116.46); public availability of all data and reports (subject to protection of students' privacy) is also required by federal regulations (45 CFR 116.45); reporting formats and titles may vary by state; it is often necessary to get each part of the application package from a different office in the state department of education; the application is often titled "Application for Grants to Meet the Special Education Needs of Educationally Deprived Children"; states report to the U.S. Department of Education on "Financial Status and Performance Reports—Title I, ESEA of 1965, OE-380-1 and OE-380-2," and states and some districts file "Financial and Performance Reports—Migrant Programs, Title I, ESEA, OE-362-1."

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Vocational Education Data System (VEDS)

Citation:

- Vocational Education Data System: Program Enrollment and Termination Report, NCES 2404.
- Vocational Education Data System: Teacher/Staff Report, NCES 2404-1.
- Vocational Education Data System: Financial Status, NCES 2404-2.
- Vocational Education Data System: Completer/Leaver Follow up Report, NCES 2404-7.
- Vocational Education Data System: Employer Follow up Report, NCES 2404-8.

U.S. Department of Education, National Center for Education Statistics.

Frequency: annual.

FOIA status: federal; state.

Geographic detail: school district.

Availability: federal agency; state agency; local agency.

Comments: your state department of education's division of vocational education is a good place to start when collecting these reports; state annual plans and reports for vocational education—submitted by the state department of education to the U.S. Department of Education, Bureau of Occupational and Adult

Education, OE-576-3, 4, and 5—may also be useful; request them from the same office.

p. 32 **Office for Civil Rights vocational education survey**

Citation: Vocational Education Civil Rights Survey, Fall 1979, OS/CR-203.
U.S. Department of Education, Office for Civil Rights.
Frequency, date of collection: one time only; October 1979.
FOIA status: federal.
Geographic detail: school.
Availability: federal agency; state agency; local agency.
Comments: request copies from the regional offices of OCR, which are listed in Appendix K; data are also available from many public postsecondary training institutes and colleges and from independent (regional or multidistrict) public secondary vocational/technical schools.

p. 32 **Emergency School Aid Act (ESAA)**

Citation:
- Application for Local Education Agency Grants Under the Emergency School Aid Act, OE-116-1.
- Supplemental School System Summary, OS/CR-532-1.
- Supplemental Individual School Report, OS/CR-532-2.

U.S. Department of Education and Office for Civil Rights.
Frequency, date of collection: annually in October.
FOIA status: federal.
Geographic detail: school district; school.
Availability: federal agency; local agency.
Comments: request OE-116-1 from the regional office of the Office of Education, Bureau of Equal Educational Opportunity Programs (see Appendix P for a list of the ten standard federal regions); request "Special Project" applications from the national office of the Bureau of Equal Educational Opportunity Programs, 400 Maryland Avenue, S.W., Washington, D.C. 20202; request the OS/CR-532 forms from the regional offices of OCR (which are listed in Appendix K); the OS/CR-532 forms are *not* submitted whenever the OCR Elementary and Secondary School Civil Rights Survey forms (#101 and #102) are submitted.

p. 33 **School breakfast and lunch**

Citation: School Lunch, Breakfast, and Special Milk Program Monthly Report, FNS-806.
U.S. Department of Agriculture, Food and Nutrition Service.
Frequency: monthly.
FOIA status: federal.
Geographic detail: school district; school.
Availability: federal agency; state agency; local agency.
Comments: form is submitted to the state department of education (from which it should be requested); the state department also submits an annual report to the U.S. Department of Agriculture—"Annual Report of Food Service in the Schools, FNS-47"—for which the state collects data from local school districts.

p. 33 **Impact Aid**

Citation:
- Application for School Assistance in Federally Affected Areas (Title I of P.L. 81-874), OE-4019 (RSF-1).

- Final Report, OE-4037 (RSF-3).
  U.S. Department of Education.

Frequency, date of collection: annually in the fall.
FOIA status: federal.
Geographic detail: school district.
Availability: federal agency; state agency; local agency.
Comments: the application can be requested from the U.S. Department of Education regional offices (see Appendix P for a list of the ten standard federal regions); the final report can be requested from your state department of education.

p. 33 **ELSEGIS**

Citation:
- Elementary-Secondary General Information System (ELSEGIS) Fall Survey, Part 1, Pupils and Staff, NCES 2350-5.
- ELSEGIS Fall Survey, Part 3, School Housing Report, NCES 2350-7.
- ELSEGIS Fall Survey, Part A-2, State Fiscal Report, NCES 2350-6.
- ELSEGIS Fall Survey, Part A-2b, State Elementary and Secondary School Statistics—Finance, NCES 2350-12.
  U.S. Department of Education, National Center for Education Statistics.

Frequency, date of collection: annually in December.
FOIA status: federal; state.
Geographic detail: school district.
Availability: state agency; local agency.
Comments: request both the state reports and the local education agency reports from your state department of education; state and national summaries are published annually in the *Digest of Education Statistics*, available at depository libraries and through the Government Printing Office, and in individual subject reports issued by the National Center for Education Statistics.

p. 33 **Indian Education Act**

Citation: Standard Application (non-construction) for Parts B and C of the Indian Education Act, OE-267.
U.S. Department of Education.
Frequency: annual.
FOIA status: federal; state.
Geographic detail: school district.
Availability: federal agency; state agency; local agency.
Comments: request the ingredient data from your state department of education.

p. 33 **state-funded schools for neglected and delinquent children**

Citation: Data Collection Required by Section 406A of the General Education Provisions Act, OE-511.
U.S. Department of Education.
Frequency, date of collection: annually at the end of the year.
FOIA status: federal; state.
Geographic detail: state.
Availability: federal agency; state agency.
Comments: request from your state department of education.

p. 33 **survey of state-funded special schools**

Citation: 1978-1979 Special Purposes Facility Civil Rights Survey, OS/CR-202.
U.S. Department of Education, Office for Civil Rights.
Frequency, date of collection: one time only; fall 1978.

FOIA status: federal.
Geographic detail: school.
Availability: federal agency.
Comments: request from the national office of the Office for Civil Rights, 330 Independence Avenue, S.W., Washington, D.C. 20202.

p. 33 **survey of state-funded residential placement facilities for handicapped and neglected children**

Citation: 1980 Children and Youth Referral Survey of Public Welfare and Social Service Agencies, OS/CR-301.
U.S. Department of Health and Human Services, Office for Civil Rights.
Frequency, date of collection: one time only; fall 1980.
FOIA status: federal.
Geographic detail: county.
Availability: federal agency.
Comments: request from the national office of the Office for Civil Rights, 330 Independence Avenue, S.W., Washington, D.C. 20202; until the U.S. Department of Health and Human Services is operating its own data collection system, the U.S. Department of Education's Office for Civil Rights will have copies of the forms.

HEALTH

p. 34 *Vital Statistics of the United States*

Citation: *Vital Statistics of the United States.*
Volume I—Natality.
Volume II—Mortality, Part A.
Volume II—Mortality, Part B.
Volume III—Marriage and Divorce.
Washington, D.C.: U.S. Department of Health and Human Services, National Center for Health Statistics.
Frequency: annual.
FOIA status: published.
Geographic detail: national; state; SMSA/large city; county; smaller city; small place.
Availability: public library; FDL; GPO; SDC; federal agency; state agency.
Comments: current data are available from your state registrar of vital statistics (see Appendix L for information on how to contact your state registrar), your State Data Center (see Appendix E for a list of SDCs), or the National Center for Health Statistics, 3700 East-West Highway, Hyattsville, Maryland 20782; timely summary data (state data only) appear in *Monthly Vital Statistics Report,* available (free to individuals and nonprofit organizations) from the National Center for Health Statistics.

p. 36 **Early and Periodic Screening, Diagnosis, and Treatment (EPSDT)**

Citation: Monthly Statistical Report on Medical Care, HCFA-120 (or SRS-NCSS-120).
U.S. Department of Health and Human Services, Health Care Financing Administration, Office of Research.
Frequency: monthly.
FOIA status: federal; state.
Geographic detail: state; county.
Availability: federal agency; state agency.
Comments: state summaries published in *Medicaid Statistics: Research Report B-1* (monthly) by the U.S. Department of Health and Human Services, Health Care Financing Administration, Office of Research, Washington, D.C. 20201 (free); request local data from your state

Medicaid agency; data from the annual summary form, "Statistical Report on Medical Care: Recipients, Payments, Services, HCFA-2082," are published in *Numbers of Recipients and Amounts of Payments Under Medicaid* (annual), also available from the U.S. Department of Health and Human Services, Health Care Financing Administration; after March 1980, the data will be found in *Quarterly Child Health Status Report*, HCFA-156; subsequent publication is uncertain.

p. 37 **Women, Infants, and Children (WIC)**

Citation:
- Monthly Report for the Special Supplemental Food Program for Women, Infants, and Children, FNS-187.
- Racial Ethnic Participation (Quarterly), FNS-191.

U.S. Department of Agriculture, Food and Nutrition Service.
Frequency: monthly; quarterly.
FOIA status: federal.
Geographic detail: state.
Availability: federal agency; state agency.
Comments: states often use the federal forms to collect data from local grantees; the state agency is usually the state health department, from which the forms should be requested.

p. 37 **Developmental Disabilities Basic Support and Advocacy**

Citation: Annual Developmental Disabilities Plan. U.S. Department of Health and Human Services, Office of Human Development Services, Rehabilitation Services Administration.
Frequency: annual.
FOIA status: federal.
Geographic detail: state.
Availability: federal agency; state agency.
Comments: usually prepared by your state's mental health agency, with the advocacy component located elsewhere; request the annual plan from the regional office of the Rehabilitation Services Administration (see Appendix P for a list of the ten standard federal regions).

EMPLOYMENT

p. 38 **Comprehensive Employment and Training Act (CETA)**

Citation:
- Comprehensive Employment and Training Act Grant Application and Reporting Requirements, ETA-2202.
- Grant Status Summary, ETA-5134.
- Quarterly Summary of Participant Characteristics, ETA-5136.

U.S. Department of Labor, Employment and Training Administration.
Frequency: annually and quarterly.
FOIA status: federal.
Geographic detail: SMSA/large city; county.
Availability: federal agency.
Comments: local CETA "prime sponsors" can be identified by the regional offices of the U.S. Department of Labor (see Appendix P for a list of the ten standard federal regions).

p. 39 ***Geographic Profile of Employment and Unemployment***

Citation: *Geographic Profile of Employment and Unemployment [date].* Washington, D.C.: U.S. Department of Labor,

Bureau of Labor Statistics, various dates.
Frequency, date of collection: annual; data are averages for year.
FOIA status: published.
Geographic detail: national; state; SMSA/large city.
Availability: FDL; federal agency.
Comments: free; order from the regional offices of the U.S. Department of Labor (see Appendix P for a list of the ten standard federal regions); teenage unemployment rates (statewide only) are presented in *State Profiles of Employment and Unemployment*, also available from the regional offices of the U.S. Department of Labor.

INCOME ASSISTANCE AND SOCIAL SERVICES

p. 39 **general information about AFDC recipients**

Citation:
- Statistical Report on Numbers and Amounts of Assistance Under Public Assistance Programs, SSA-3637 and SSA-2078.
- Applications and Case Dispositions in Public Assistance Programs, SSA-2079.
- Annual Report on Children in Foster Homes Aged 5-17 and Aid to Families with Dependent Children Aged 5-17, SSA-4125.

U.S. Department of Health and Human Services, Social Security Administration.
Frequency: monthly; quarterly; annual.
FOIA status: federal.
Geographic detail: state.
Availability: federal agency; state agency.
Comments: request forms from your state department of welfare; the U.S. Department of Health and Human Services, Social Security Administration, Office of Research and Statistics, 1875 Connecticut Avenue, N.W., Washington, D.C. 20009, publishes *Public Assistance Statistics*, report A-2, *Applications and Case Dispositions*, report A-12, and about 12 other series (all are free).

p. 39 ***Social Security Bulletin***

Citation: *Social Security Bulletin.*
U.S. Department of Health and Human Services, Social Security Administration.
Frequency: monthly.
FOIA status: published.
Geographic detail: national; state.
Availability: public library; FDL; GPO.
Comments: paid subscription, available from GPO bookstores (see Appendix M for a list of these) or from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

p. 39 ***Recipients of Public Assistance Money Payments***

Citation: *Recipients of Public Assistance Money Payments and Amounts of Such Payments, by Program, State, and County* (February), Report A-8.
U.S. Department of Health and Human Services, Social Security Administration, Office of Research and Statistics.
Frequency, date of collection: annual; February.
FOIA status: federal; state.
Geographic detail: national; state; county.
Availability: FDL; federal agency; state agency.
Comments: data are collected on form SSA-2078; request published data from U.S. Department of Health and Human Services, Social

Security Administration, Office of Research and Statistics, 1875 Connecticut Avenue, N.W., Washington, D.C. 20009; the original form does not contain any more detail than is in the published report.

p. 39 **national survey of AFDC participants and programs**

Citation: *Aid to Families with Dependent Children, 1975 Recipient Characteristics Study*, Parts 1 through 5.
Washington, D.C.: U.S. Department of Health and Human Services, Social Security Administration, Office of Research and Statistics, 1975.
Frequency: every two years.
FOIA status: published.
Geographic detail: national; state.
Availability: public library; FDL; federal agency.
Comments: covers only a selection of states; request copies from U.S. Department of Health and Human Services, Social Security Administration, Office of Research and Statistics, 1875 Connecticut Avenue, N.W., Washington, D.C. 20009.

p. 40 ***Characteristics of State Plans***

Citation: *Characteristics of State Plans for AFDC Under the Social Security Act, Title IV-A, Need, Eligibility, and Administration, [date].*
Washington, D.C.: U.S. Department of Health and Human Services, Social Security Administration, Office of Family Assistance, various dates.
Frequency: annual.
FOIA status: published.
Geographic detail: state.
Availability: public library; FDL; GPO.
Comments: request single copies from the U.S. Department of Health and Human Services, Social Security Administration, Office of Family Assistance, Washington, D.C. 20201.

p. 40 ***Standards for Basic Needs***

Citation:

- *Aid to Families with Dependent Children: Standards for Basic Needs [date].*, report D-2, form SSA-108.
- *Aid to Families with Dependent Children: State Maximums, Other Limitations on Money Payments, and Federal Matching Provisions Under the Social Security Act [date]*, report D-3, form SSA-108.
  Washington, D.C.: U.S. Department of Health and Human Services, Social Security Administration, Office of Research and Statistics, various dates.

Frequency: annual.
FOIA status: published.
Geographic detail: state.
Availability: federal agency.
Comments: request from U.S. Department of Health and Human Services, Social Security Administration, Office of Research and Statistics, 1875 Connecticut Avenue, N.W., Washington, D.C. 20009.

p. 40 **public assistance manual**

Citation: *Public Assistance Manual* [title varies from state to state].
State Department of Welfare.
Frequency: irregular.
FOIA status: federal; state.
Geographic detail: state.
Availability: state agency.
Comments: must be available to the public under

federal regulations (45 CFR 205.70); request from your state department of welfare; describes rules and procedures for state's AFDC and related programs.

p. 40 **Supplemental Security Income (SSI)**

Citation: *Social Security Cash Benefits and Supplemental Security Income by ZIP Code Area.* Washington, D.C.: U.S. Department of Health and Human Services, Social Security Administration, Office of Research and Statistics, various dates.
Frequency: annual.
FOIA status: published.
Geographic detail: neighborhood/subcity.
Availability: federal agency.
Comments: request this publication, specifying your ZIP code(s), from U.S. Department of Health and Human Services, Social Security Administration, Office of Research and Statistics, Meadows East, Room 2-G-1, 6300 Security Boulevard, Baltimore, Maryland 21235.

p. 40 **Title XX plan**

Citation: Title XX of the Social Security Act, Comprehensive Annual Service Program Plan. U.S. Department of Health and Human Services, Office of Human Development Services, Administration for Public Services.
Frequency: annual.
FOIA status: federal.
Geographic detail: state.
Availability: federal agency; state agency.
Comments: request the CASP plan from your state department of welfare; for multistate comparisons, consult *Technical Notes: Summaries and Characteristics of States' Title XX Social Services Plans for Fiscal Year [date]* (Washington, D.C.: U.S. Department of Health and Human Services, Office of the Assistant Secretary for Planning and Evaluation, annual); the Office of the Assistant Secretary for Planning and Evaluation is at 200 Independence Avenue, S.W., Washington, D.C. 20201.

p. 41 ***Social Services USA***

Citation: *Social Services U.S.A.* U.S. Department of Health and Human Services, Office of Human Development Services.
Frequency, date of collection: quarterly; end of fiscal quarter.
FOIA status: published.
Geographic detail: national; state.
Availability: FDL; federal agency.
Comments: data collected from the Social Services Reporting Requirements (SSRR) form; one *cannot* add up quarterly data to get annual totals; request from U.S. Department of Health and Human Services, Office of Human Development Services, Division of Services Reporting, 330 Independence Avenue, S.W., Washington, D.C. 20201.

p. 42 **Child Welfare Services**

Citation: Social Security Act Title IV-B Child Welfare Services Plan. U.S. Department of Health and Human Services, Administration for Children, Youth, and Families.
Frequency: annual.
FOIA status: federal; state.
Geographic detail: state.
Availability: federal agency.
Comments: the state agency is always the same as the Title XX agency; the regional office of the

Administration for Children, Youth, and Families has copies of the annual plan (see Appendix P for a list of the ten standard federal regions); local monitoring is required by federal regulations (45 CFR 220.47).

p. 42 **Head Start application**

Citation: Administration for Children, Youth, and Families—Head Start—Standard Application [form specified by Office of Management and Budget Circular A-102, but with no specific form number].
U.S. Department of Health and Human Services, Administration for Children, Youth, and Families.
Frequency: annual.
FOIA status: federal.
Geographic detail: county.
Availability: federal agency.
Comments: request from the regional offices of the U.S. Department of Health and Human Services, Administration for Children, Youth, and Families (see Appendix P for a list of the ten standard federal regions).

p. 42 **Head Start Performance Standards Reports**

Citation: Annual Project Head Start Program Information Report [no form number].
U.S. Department of Health and Human Services, Administration for Children, Youth, and Families.
Frequency: annual.
FOIA status: federal.
Geographic detail: county.
Availability: federal agency.
Comments: request from the regional offices of the U.S. Department of Health and Human Services, Administration for Children, Youth, and Families (see Appendix P for a list of the ten standard federal regions).

JUVENILE JUSTICE

p. 43 **Juvenile Justice Delinquency Prevention Plan**

Citation: Law Enforcement Assistance Administration Comprehensive State Plan, Juvenile Justice and Delinquency Prevention Formula Grant Plan Component [no form number].
U.S. Department of Justice, Law Enforcement Assistance Administration.
Frequency: annual.
FOIA status: federal; state.
Geographic detail: state.
Availability: federal agency; state agency.
Comments: request form from your state department of public safety or corrections; other useful forms are "Sub-grant Data for LEAA Management Information System, LEAA-4310-1" and "Financial Status Report, LEAA-7160-1," also available from the same source; even though the total plan is submitted only every three years, juvenile placement monitoring data must be sent in by the state to the Law Enforcement Assistance Administration annually.

p. 43 ***Sourcebook of Criminal Justice Statistics***

Citation: *Sourcebook of Criminal Justice Statistics [date].*
Washington, D.C.: U.S. Department of Justice, Law Enforcement Assistance Administration, National Criminal Justice Information and Statistics Service, various dates.

Frequency: annual.
FOIA status: published.
Geographic detail: national; state; SMSA/large city.
Availability: public library; FDL; GPO; federal agency.
Comments: more recent arrest data are available from the *Uniform Crime Reports*, U.S. Department of Justice, Federal Bureau of Investigation; single copies of the *Sourcebook* are available free from the National Criminal Justice Reference Service, Box 6000, Rockville, Maryland 20850.

p. 43 **juvenile detention and correctional facilities census**

Citation: Juvenile Detention and Correctional Facilities Survey, CJ-17.
U.S. Department of Justice, Law Enforcement Assistance Administration.
Frequency, date of collection: annual; varies by state, often fiscal year.
FOIA status: federal.
Geographic detail: state.
Availability: public library; FDL; GPO; federal agency.
Comments: published reports titled *Children in Custody: A Report on the Juvenile Detention and Correction Facility Census of [date]*; single copies available free from the National Criminal Justice Reference Service, Box 6000, Rockville, Maryland 20850; request copies of the CJ-17 forms from LEAA.

p. 44 **local jail census**

Citation: *The Nation's Jails: A Report on the Census of Jails from the [date] Survey of Inmates of Local Jails.*
Washington, D.C.: U.S. Department of Justice, Law Enforcement Assistance Administration, various dates.
Frequency, date of collection: approximately every five years; 1972, 1978.
FOIA status: published.
Geographic detail: national; state; county.
Availability: public library; FDL; GPO.
Comments: additional data on individual local jails (although not the smallest ones) can be found in U.S. Department of Justice, Law Enforcement Assistance Administration, *National Jail Census, 1970: A Report on the Nation's Jails and Types of Inmates, Series SC-No. 1* (Washington, D.C.: LEAA, 1971).

p. 44 **national crime survey**

Citation: *Criminal Victimization Surveys in [number] American Cities* [title varies].
Washington, D.C.: U.S. Department of Justice, Law Enforcement Assistance Administration, various dates.
Frequency, date of collection: annual, cities repeat approximately every third year; see footnote on page 45 of the text.
FOIA status: published; original data sealed to protect privacy of persons.
Geographic detail: SMSA/large city.
Availability: public library; FDL; GPO.
Comments: contents of the survey, selection of cities, and report titles vary from year to year; single copies are available free from the National Criminal Justice Reference Service, Box 6000, Rockville, Maryland 20850.

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p. 45 ***National Analysis of Official Child Abuse and Neglect Reporting***

Citation: *National Analysis of Official Child Abuse and Neglect Reporting [date].* Washington, D.C.: U.S. Department of Health and Human Services, Office of Human Development Services, National Center on Child Abuse and Neglect, various dates.
Frequency, date of collection: annual.
FOIA status: published.
Geographic detail: national; state.
Availability: public library; FDL; GPO; federal agency.
Comments: available free from U.S. Department of Health and Human Services, Office of Human Development Services, National Center on Child Abuse and Neglect, P.O. Box 1182, Washington, D.C. 20013.

p. 45 **regional directories of child abuse and neglect programs**

Citation: *Child Abuse and Neglect Programs: Region I-X.* Washington, D.C.: U.S. Department of Health and Human Services, National Center on Child Abuse and Neglect, 1979.
Frequency: irregular.
FOIA status: published.
Geographic detail: state; SMSA/large city; smaller city; county.
Availability: public library; FDL; GPO; federal agency.
Comments: free upon request from U.S. Department of Health and Human Services, National Center on Child Abuse and Neglect, P.O. Box 1182, Washington, D.C. 20013.

Chapter 5: Where Else to Look

p. 47 **subject bibliographies**

Citation: *United States Government Printing Office Subject Bibliography Index*, SB-999. Washington, D.C.: U.S. Government Printing Office, various dates.
Frequency: annual, occasionally more often.
FOIA status: published.
Availability: FDL; GPO.
Comments: free from any GPO bookstore (see Appendix M for a list of these bookstores) or from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

p. 47 ***National Children's Directory***

Citation: *National Children's Directory: An Organizational Directory and Reference Guide for Changing Conditions of Children and Youth.* College Park, Maryland: Urban Information Interpreters, 1977.
FOIA status: published.
Geographic detail: national; state; SMSA/large city; county; smaller city; small place.
Availability: public library; publisher.
Comments: available for $39.95 from Urban Information Interpreters, Box AH, College Park, Maryland 20740.

p. 47 ***Washington Information Directory***

Citation: *Washington Information Directory [date].* Washington, D.C.: Congressional Quarterly, Inc., various dates.
Frequency: annual.
FOIA status: published.
Availability: public library; publisher.

Comments: available for $20 from Congressional Quarterly, Inc., 1414 22nd Street, N.W., Washington, D.C. 20037.

p. 47 **National Telephone Directory**

Citation: *National Directory of Addresses and Telephone Numbers.* New York: Bantam Books, Inc., 1979.
FOIA status: published.
Availability: public library; publisher.
Comments: available for $14.95 from Bantam Books, Inc., 666 Fifth Avenue, New York, New York 10019.

APPENDIX B:

Selected Federal Depository Libraries

The federal depository libraries marked with an asterisk do not necessarily have all federal publications but do have many of the published federal documents listed in this handbook, including Census publications and the *Social Security Bulletin*. All other libraries listed below are regional federal depository libraries and have all federal publications.

We have listed at least two libraries for each state, where possible. Each listing contains the name, address, and phone number of the library. Many of these libraries have documents or government documents departments.

A complete list of depository libraries is contained in U.S. Congress, Joint Committee on Printing, *Government Depository Libraries*, 96th Congress, 1st Session (Washington, D.C.: U.S. Government Printing Office, June 1979).

Alabama

Birmingham Public Library*
2020 Seventh Avenue North
Birmingham, Alabama 35203
(205) 254-2555

Auburn University at Montgomery Library
Montgomery, Alabama 36109
(205) 279-9110, ext. 251

Tuskegee Institute*
Hollis Burke Frissell Library
Tuskegee Institute, Alabama 36088
(205) 727-8236

University of Alabama Library
Box S
University, Alabama 35486
(205) 348-6046

Alaska

University of Alaska at Anchorage Library*
3211 Providence Avenue
Anchorage, Alaska 99504
(907) 272-5522, ext. 241

Alaska State Library*
Pouch G
New State Office Building
Juneau, Alaska 99811
(907) 465-2910

Arizona

Department of Library, Archives, and Public Records
Third Floor
State Capitol
Phoenix, Arizona 85007
(602) 271-3701

University of Arizona Library
Tucson, Arizona 85721
(602) 884-4871

Arkansas

Little Rock Public Library*
700 Louisiana Street
Little Rock, Arkansas 72201
(501) 374-7546, ext. 10

Dean B. Ellis Library*
Arkansas State University
State University, Arkansas 72467
(501) 972-3077, ext. 6

California

Fresno County Free Library*
2420 Mariposa Street
Fresno, California 93721
(209) 488-3208

Long Beach Public Library*
Ocean and Pacific Avenues
Long Beach, California 90802
(213) 436-9225, ext. 40

Los Angeles Public Library*
361 South Anderson Street
Los Angeles, California 90033
(213) 626-7555, ext. 351

Oakland Public Library*
125 Fourteenth Street
Oakland, California 94612
(415) 273-3615, ext. 18

California State Library
P.O. Box 2037
Sacramento, California 95809
(916) 322-4572

San Diego Public Library*
820 E Street
San Diego, California 92101
(714) 236-5552

San Francisco Public Library*
Civic Center
San Francisco, California 94102
(415) 558-3321

Santa Rosa-Sonoma County Public Library*
Third and E Streets
Santa Rosa, California 95404
(707) 545-0831

Stanford University Libraries*
Stanford, California 94305
(415) 497-2727

Public Library of Stockton and San Joaquin County*
605 North El Dorado Street
Stockton, California 95202
(209) 944-8322

Colorado

University of Colorado Libraries
Boulder, Colorado 80309
(303) 492-8834

Denver Public Library
1357 Broadway
Denver, Colorado 80203
(303) 573-5152, ext. 208

Pueblo Regional Library*
100 East Abriendo Avenue
Pueblo, Colorado 81004
(303) 544-1940, ext. 6

Connecticut

Bridgeport Public Library*
925 Broad Street
Bridgeport, Connecticut 06603
(203) 576-7406

Connecticut State Library
231 Capitol Avenue
Hartford, Connecticut 06115
(203) 566-4971

Silas Bronson Public Library*
267 Grand Street
Waterbury, Connecticut 06702
(203) 574-8217

Delaware

University of Delaware
Morris Library*
Newark, Delaware 19711
(302) 738-2238

Wilmington Institute and New Castle County Library*
Tenth and Market Streets
Wilmington, Delaware 19801
(302) 656-3131, ext. 32

District of Columbia

District of Columbia Public Library (Martin Luther King Memorial Library)
901 G Street, N.W.
Washington, D.C. 20001
(202) 727-1117

Florida

University of Miami Library*
P.O. Box 248214
Coral Gables, Florida 33124
(305) 284-3155

University of Florida Libraries
Gainesville, Florida 32601
(904) 392-0367

Haydon Burnes Library*
122 North Ocean Street
Jacksonville, Florida 32202
(904) 633-3926

Lakeland Public Library*
100 Lake Morton Drive
Lakeland, Florida 33801
(813) 686-2168

State Library of Florida*
R.A. Gray Building
Tallahassee, Florida 32304
(904) 487-2651

Georgia

University of Georgia Libraries
Athens, Georgia 30601
(404) 542-8949

Atlanta Public Library*
10 Pryor Street, S.W.
Atlanta, Georgia 30303
(404) 688-4636, ext. 203

Savannah Public and Chatham Effingham-Liberty Regional Library*
2002 Bull Street
Savannah, Georgia 31401
(912) 234-5127

Hawaii

University of Hawaii Library
2550 The Mall
Honolulu, Hawaii 96822
(808) 948-8230

Idaho

Boise Public Library and Information Center*
715 Capitol Boulevard
Boise, Idaho 83706
(208) 384-4379

University of Idaho Library
Moscow, Idaho 83843
(208) 885-6344

Illinois

Chicago Public Library*
425 North Michigan Avenue
Chicago, Illinois 60611
(312) 269-2834

Freeport Public Library*
318 West Stephenson Street
Freeport, Illinois 61032
(815) 232-7187

Galesburg Public Library*
40 East Simmons Street
Galesburg, Illinois 61401
(309) 343-6118

Peoria Public Library*
107 Northeast Monroe Street
Peoria, Illinois 61602
(309) 672-8858

Rockford Public Library*
215 North Wyman Street
Rockford, Illinois 61101
(815) 965-6731, ext. 52

Illinois State Library
Centennial Building
Springfield, Illinois 62706
(217) 782-5185

Indiana

Evansville and Vanderburgh County Public Library*
22 Southeast Fifth Street
Evansville, Indiana 47708
(812) 425-2621

Public Library of Fort Wayne and Allen County*
900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241, ext. 247

Gary Public Library*
220 West Fifth Avenue
Gary, Indiana 46402
(219) 886-2484, ext. 58

Indiana State Library
140 North Senate Avenue
Indianapolis, Indiana 46204
(317) 633-6425

Muncie Public Library*
301 East Jackson Street
Muncie, Indiana 47305
(317) 288-9971

Iowa

Free Public Library*
Willow Avenue and Pearl Street
Council Bluffs, Iowa 51501
(712) 323-7553

Public Library of Des Moines*
100 Locust Street
Des Moines, Iowa 50309
(515) 283-4259

Carnegie-Stout Public Library
Eleventh and Bluff Streets
Dubuque, Iowa 52001
(319) 583-9197

Sioux City Public Library*
705 Sixth Street
Sioux City, Iowa 51105
(712) 279-6179

Kansas

University of Kansas
Watson Library
Lawrence, Kansas 66045
(913) UN4-4662

Kansas State Library*
Third Floor
343N Capitol
Topeka, Kansas 66612
(913) 296-3296

Kentucky

University of Kentucky Libraries
Lexington, Kentucky 40506
(606) 257-2639

Louisville Free Public Library*
Fourth and York Streets
Louisville, Kentucky 40203
(502) 584-4154, ext. 55

Louisiana

Louisiana State University Library
Baton Rouge, Louisiana 70803
(504) 388-2750

New Orleans Public Library*
219 Loyola Avenue
New Orleans, Louisiana 70140
(504) 586-4917

Louisiana Technical University Library
Ruston, Louisiana 71272
(318) 257-4962

Shreve Memorial Library*
P.O. Box 21523
Shreveport, Louisiana 71120
(318) 221-2614, ext. 20

Maine

Maine State Library*
Cultural Building
Augusta, Maine 04333
(207) 289-3561, ext. 24

Bangor Public Library*
145 Harlow Street
Bangor, Maine 04401
(207) 947-8336

University of Maine
Raymond H. Fogler Library
Orono, Maine 04473
(207) 581-7178

Portland Public Library*
619 Congress Street
Portland, Maine 04101
(207) 773-4761

Maryland

Enoch Pratt Free Library*
400 Cathedral Street
Baltimore, Maryland 21201
(301) 396-5426

University of Maryland
McKeldin Library
College Park, Maryland 20740
(301) 454-3034

Montgomery County Department of Public Libraries*
99 Maryland Avenue
Rockville, Maryland 20850
(301) 279-1966

Massachusetts

Amherst College Library*
Amherst, Massachusetts 01002
(413) 542-2215

Boston Public Library
Boston, Massachusetts 02117
(617) 536-5400, ext. 295

New Bedford Free Public Library*
Pleasant Street
New Bedford, Massachusetts 02740
(617) 999-6291, ext. 24

Springfield City Library*
220 State Street
Springfield, Massachusetts 01103
(413) 739-3871, ext. 6

Worcester Public Library*
Salem Square
Worcester, Massachusetts 01608
(617) 752-3751

Michigan

Benton Harbor Public Library*
201 Wall Street
Benton Harbor, Michigan 49022
(616) 926-6139

Detroit Public Library
5201 Woodward Avenue
Detroit, Michigan 48202
(313) 833-1409

Grand Rapids Public Library*
Library Plaza
Grand Rapids, Michigan 49503
(616) 456-4411

Kalamazoo Public Library*
315 South Rose Street
Kalamazoo, Michigan 49007
(616) 342-9837, ext. 43

Michigan State Library
Law Building
First Floor
525 West Ottawa Street
Lansing, Michigan 48913
(517) 373-0640

Hackley Public Library*
316 West Webster Avenue
Muskegon, Michigan 49440
(616) 722-7276

Saint Clair County Library*
210 McMorran Boulevard
Port Huron, Michigan 48060
(313) 987-7323, ext. 26

Hoyt Public Library*
505 Janes Street
Saginaw, Michigan 48605
(517) 754-6541, ext. 4

Minnesota

Duluth Public Library*
101 West Second Street
Duluth, Minnesota 55802
(218) 722-5803, ext. 14

Minneapolis Public Library*
300 Nicollet Mall
Minneapolis, Minnesota 55401
(612) 372-6535

University of Minnesota
Wilson Library
Minneapolis, Minnesota 55455
(612) 718-7870

Saint Paul Public Library*
Saint Paul, Minnesota 55102
(612) 224-3383

Stillwater Public Library*
223 North Fourth Street
Stillwater, Minnesota 55082
(612) 439-1692

Mississippi

Mississippi State Law Library*
P.O. Box 1040
Jackson, Mississippi 39205
(601) 354-7113

University of Mississippi
Library
University, Mississippi 38677
(601) 232-7091, ext. 7

Missouri

University of Missouri at
Columbia Library*
Columbia, Missouri 65201
(314) 882-6733

Kansas City Public Library*
311 East Twelfth Street
Kansas City, Missouri 64106
(816) 221-2685, ext. 138

Saint Joseph Public Library*
Tenth and Felix Streets
Saint Joseph, Missouri 64501
(816) 232-8151

Saint Louis Public Library*
1301 Olive Street
Saint Louis, Missouri 63103
(314) 241-2288, ext. 318

Montana

Montana Historical Society
Library*
225 North Roberts
Helena, Montana 59601
(406) 449-2681

Montana State Library*
930 East Lyndale Avenue
Helena, Montana 59601
(406) 449-3004

University of Montana Library
Missoula, Montana 59801
(406) 243-6700

Nebraska

University of Nebraska at
Lincoln
D.L. Love Memorial Library
1420 P Street
Lincoln, Nebraska 68508
(308) 236-4218, ext. 36

Omaha Public Library*
W. Dale Clark Library
215 South Fifteenth Street
Omaha, Nebraska 68102
(402) 444-4817

Scottsbluff Public Library*
1809 Third Avenue
Scottsbluff, Nebraska 69361
(308) 632-4424

Nevada

Nevada State Library*
Capitol Complex
401 North Carson Street
Carson City, Nevada 89701
(702) 885-5160

University of Nevada Library
Reno, Nevada 89557
(702) 784-6579

New Hampshire

New Hampshire State Library*
Concord, New Hampshire 03301
(603) 271-2316

Manchester City Library*
405 Pine Street
Manchester, New Hampshire 03104
(603) 625-6485, ext. 24

New Jersey

Bayonne Free Public Library*
697 Avenue C
Bayonne, New Jersey 07002
(201) 339-0690

Free Public Library of Elizabeth*
11 South Broad Street
Elizabeth, New Jersey 07202
(201) 354-6060, ext. 851

Jersey City Public Library*
472 Jersey Avenue
Jersey City, New Jersey 07302
(201) 547-4517

New Brunswick Free Public Library*
60 Livingston Avenue
New Brunswick, New Jersey 08901
(201) 745-5337

Newark Public Library
5 Washington Street
Newark, New Jersey 07101
(201) 733-7812

New Jersey State Library*
P.O. Box 1898
Trenton, New Jersey 08625
(609) 292-6220

Trenton Free Public Library*
120 Academy Street
Trenton, New Jersey 08608
(609) 392-7188

New Mexico

University of New Mexico
Zimmerman Library
Albuquerque, New Mexico 87131
(505) 277-5441

New Mexico State Library
P.O. Box 1629
Santa Fe, New Mexico 87501
(505) 827-2033

New York

New York State Library
Sixth Floor
Cultural Education Center
Empire State Plaza
Albany, New York 12230
(518) 474-5563

Brooklyn Public Library*
Grand Army Plaza
Brooklyn, New York 11238
(212) 636-3172

Buffalo and Erie County Public Library*
Lafayette Square
Buffalo, New York 14203
(716) 856-7525, ext. 237

Queens Borough Public Library*
89-11 Merrick Boulevard
Jamaica, New York 11432
(212) 739-1900, ext. 233

New York Public Library
Lennox Branch
476 Fifth Avenue
New York, New York 10018
(212) 790-6346

Newburgh Free Library*
100 Grand Street
Newburgh, New York 12550
(914) 561-1836

Troy Public Library*
100 Second Street
Troy, New York 12180
(518) 274-7071

Utica Public Library*
303 Genessee Street
Utica, New York 13501
(315) 735-2279

Yonkers Public Library*
70 South Broadway
Yonkers, New York 10701
(914) 476-1255

North Carolina

University of North Carolina
at Chapel Hill Library
Chapel Hill, North Carolina 27514
(919) 933-1151

Department of Cultural Resources
Division of State Library*
Documents Branch
109 East Jones Street
Raleigh, North Carolina 27611
(919) 733-3343

North Dakota

North Dakota State Historical
Society Library*
Liberty Memorial Building
Bismarck, North Dakota 58505
(701) 224-2668

North Dakota State
University Library
Fargo, North Dakota 58102
(701) 237-8876

Ohio

Public Library of Cincinnati
and Hamilton County*
800 Vine Street
Cincinnati, Ohio 45202
(513) 369-6982

Cleveland Public Library*
325 Superior Avenue
Cleveland, Ohio 44114
(216) 683-2870

The Public Library of Columbus
and Franklin County*
96 South Grant Avenue
Columbus, Ohio 43215
(614) 222-7180

Ohio State Library
State Office Building
65 South Front Street
Columbus, Ohio 43215
(614) 466-8050, ext. 7

Dayton and Montgomery County
Public Library*
215 East Third Street
Dayton, Ohio 45402
(513) 224-1651, ext. 215

Portsmouth Public Library*
1220 Gallia Street
Portsmouth, Ohio 45662
(614) 354-7506

Warder Public Library*
137 East High Street
Springfield, Ohio 45502
(513) 323-8616

Toledo-Lucas County
Public Library*
325 Michigan Street
Toledo, Ohio 43624
(419) 242-7361, ext. 241

Public Library of Youngstown
and Mahoning County*
305 Wick Avenue
Youngstown, Ohio 44503
(216) 744-8636, ext. 51

Oklahoma

Public Library of Enid and
Garfield County*
120 West Maine
Enid, Oklahoma 73701
(405) 234-6414

University of Oklahoma Library*
401 West Brooks
Norman, Oklahoma 73019
(405) 325-3141

Oklahoma Department of Libraries
200 N.E. 18th Street
Oklahoma City, Oklahoma 73105
(405) 521-2502

Tulsa City-County Library*
400 Civic Center
Tulsa, Oklahoma 74103
(918) 581-5211

Oregon

Library Association of Portland*
801 S.W. Tenth Avenue
Portland, Oregon 97205
(503) 223-7201

Portland State University
Library
P.O. Box 1151
Portland, Oregon 97207
(503) 229-3673

Oregon State Library*
State Library Building
Salem, Oregon 97310
(503) 378-4368

Pennsylvania

Erie City and County
Library*
Box 1631
Erie, Pennsylvania 16507
(814) 452-2333, ext. 44

State Library of Pennsylvania
Box 1601
Harrisburg, Pennsylvania 17126
(717) 787-3752

Free Library of Philadelphia*
Logan Square
Philadelphia, Pennsylvania 19103
(215) MU6-5329

Carnegie Library of Pittsburgh*
4400 Forbes Avenue
Pittsburgh, Pennsylvania 15213
(412) 622-3175

Reading Public Library*
Fifth and Franklin Street
Reading, Pennsylvania 19602
(717) 374-4548

Scranton Public Library*
North Washington and Vine Streets
Scranton, Pennsylvania 18503
(717) 961-2451, ext. 35

Warren Library Association*
P.O. Box 489
Warren, Pennsylvania 16365
(814) 723-4650

Puerto Rico

University of Puerto Rico
Mayaguez Campus Library*
Mayaguez, Puerto Rico 00708
(809) 832-4040, ext. 3459

University of Puerto Rico
General Library*
Rio Piedras, Puerto Rico 00931
(809) 764-0000, ext. 3514

Rhode Island

Providence Public Library*
150 Empire Street
Providence, Rhode Island 02903
(401) 521-7722, ext. 205

Rhode Island State Library*
State House
Providence, Rhode Island 02903
(401) 277-2473

Westerly Public Library*
Broad Street
Westerly, Rhode Island 02891
(401) 596-2877, ext. 20

South Carolina

The College of Charleston*
Robert Scott Small Library
Charleston, South Carolina 29401
(803) 792-5507

South Carolina State Library*
P.O. Box 11469
Capitol Station
Columbia, South Carolina 29211
(803) 758-3138

South Dakota

South Dakota State University*
H.M. Briggs Library
University Station
Brookings, South Dakota 57006
(605) 688-5106, ext. 27

Sioux Falls Public Library*
201 North Main Avenue
Sioux Falls, South Dakota 57101
(605) 339-7082

Tennessee

Chattanooga-Hamilton County
Bicentennial Library*
1001 Broad Street
Chattanooga, Tennessee 37402
(615) 757-5415

Memphis-Shelby County Public
Library and Information Center*
1850 Peabody Avenue
Memphis, Tennessee 38104
(907) 528-2981, ext. 143

Public Library of Nashville
and Davidson County*
Eighth Avenue North at Union
Nashville, Tennessee 37203
(615) 244-4700, ext. 46

Tennessee State Library and Archives*
403 Seventh Avenue North
Nashville, Tennessee 37219
(615) 741-2764, ext. 3

Texas

Texas State Library
P.O. Box 12927
Capitol Station
Austin, Texas 78711
(512) 475-2996

Dallas Public Library*
1954 Commerce Street
Dallas, Texas 75201
(214) 748-9071, ext. 226

El Paso Public Library*
501 North Oregon
El Paso, Texas 79901
(915) 543-3808

Fort Worth Public Library*
300 Taylor Street
Fort Worth, Texas 76102
(817) 335-4781, ext. 47

Rosenberg Library*
2310 Sealy
Galveston, Texas 77550
(713) 763-8854, ext. 20

Houston Public Library*
Julia Ideson Building
500 McKinney Avenue
Houston, Texas 77002
(713) 224-5441, ext. 298

Texas Tech University Library
P.O. Box 4079
Lubbock, Texas 79409
(806) 742-2268

San Antonio Public Library*
203 South Saint Mary's Street
San Antonio, Texas 78205
(512) 223-6851, ext. 48

Utah

Utah State University
Merrill Library and Learning Resources Center
Logan, Utah 84321
(801) 752-4100, ext. 7554

University of Utah
Marriott Library*
Salt Lake City, Utah 84112
(801) 581-8394

Virginia

University of Virginia
Alderman Library
Charlottesville, Virginia 22903
(804) 924-3133

Norfolk Public Library*
301 East City Hall Avenue
Norfolk, Virginia 23510
(804) 441-2579

Virginia State Library*
Richmond, Virginia 23219
(804) 786-7117

Roanoke Public Library*
706 South Jefferson Street
Roanoke, Virginia 24011
(703) 981-2477

Washington

Everett Public Library*
2700 Hoyt Avenue
Everett, Washington 98201
(206) 259-8858, ext. 34

Washington State Library
Olympia, Washington 98504
(206) 753-4027

Seattle Public Library*
Fourth and Madison
Seattle, Washington 98104
(206) 625-4970

Spokane Public Library*
West 906 Main Avenue
Spokane, Washington 99201
(509) 838-3361, ext. 51

Tacoma Public Library*
1102 South Tacoma Avenue
Tacoma, Washington 98402
(206) 572-2000, ext. 50

West Virginia

Kanawha County Public Library*
123 Capitol Street
Charleston, West Virginia 25301
(304) 343-4646, ext. 11

West Virginia University Library
Morgantown, West Virginia 26505
(304) 293-5440

Wisconsin

La Crosse Public Library*
800 Main Street
La Crosse, Wisconsin 54601
(608) 784-4422

State Historical Society
Library
816 State Street
Madison, Wisconsin 53706
(608) 262-4347

Milwaukee Public Library
814 West Wisconsin Avenue
Milwaukee, Wisconsin 53233
(414) 278-3000

Racine Public Library*
75 Seventh Street
Racine, Wisconsin 53403
(414) 636-9241

Superior Public Library*
1204 Hammond Avenue
Superior, Wisconsin 54880
(715) 394-0252

Wyoming

Natrona County Public Library*
307 East Second Street
Casper, Wyoming 82601
(307) 237-2722

Wyoming State Library
Supreme Court and Library
Building
Cheyenne, Wyoming 82001
(307) 777-7281, ext. 21

APPENDIX C:

U.S. Department of Commerce District Offices

The Department of Commerce district offices listed below have all Census materials available for inspection.

Alabama

908 South 20th Street
Suite 200
Birmingham, Alabama 35205

Alaska

412 Hill Building
Anchorage, Alaska 99501

Arizona

201 North Central Avenue
Phoenix, Arizona 85073

California

11777 San Vicente Boulevard
Los Angeles, California 90049

450 Golden Gate Avenue
San Francisco, California 94102

Colorado

Room 165, New Customhouse
Denver, Colorado 80202

Connecticut

450 Main Street
Hartford, Connecticut 06103

Florida

25 West Flagler Street
Miami, Florida 33130

Georgia

1365 Peachtree Street, N.E.
Suite 600
Atlanta, Georgia 30309

125-129 Bull Street
Savannah, Georgia 31402

Hawaii

300 Ala Moana Boulevard
Honolulu, Hawaii 96850

Illinois

55 East Monroe Street
Chicago, Illinois 60603

Indiana

46 East Ohio Street
Indianapolis, Indiana 46204

Iowa

210 Walnut Street
Des Moines, Iowa 50309

Louisiana

432 International Trade Mart
New Orleans, Louisiana 70130

Maryland

Room 415, U.S. Customhouse
Baltimore, Maryland 21202

Massachusetts

441 Stuart Street
Boston, Massachusetts 02116

Michigan

Room 445, Federal Building
Detroit, Michigan 48226

Minnesota

110 South Fourth Street
Minneapolis, Minnesota 55401

Missouri

120 South Central Avenue
St. Louis, Missouri 63105

Nebraska

Suite 703A
1815 Capitol Avenue
Omaha, Nebraska 68102

Nevada

711 West Second Street
Reno, Nevada 89503

New Jersey

Fourth Floor, Gateway Building
Newark, New Jersey 07102

New Mexico

505 Marquette Avenue, N.W.
Suite 1015
Albuquerque, New Mexico 87102

New York

1312 Federal Building
Buffalo, New York 14202

26 Federal Plaza
Foley Square
New York, New York 10007

North Carolina

Room 203, Federal Building
Greensboro, North Carolina 27402

Ohio

550 Main Street
Cincinnati, Ohio 45202

666 Euclid Avenue
Cleveland, Ohio 44114

Oregon

Room 618
1220 S.W. Third Avenue
Portland, Oregon 97204

Pennsylvania

9448 Federal Building
Philadelphia, Pennsylvania 19106

1000 Liberty Avenue
Pittsburgh, Pennsylvania 15222

South Carolina

2611 Forest Drive
Columbia, South Carolina 29204

Tennessee

147 Jefferson Avenue
Memphis, Tennessee 38103

Texas

1100 Commerce Street
Dallas, Texas 75242

515 Rusk Street
Houston, Texas 77002

Utah

125 South State Street
Salt Lake City, Utah 84138

Virginia

400 North 8th Street
Richmond, Virginia 23240

Washington

1700 Westlake Avenue North
Seattle, Washington 98109

West Virginia

500 Quarrier Street
Charleston, West Virginia 25301

Wisconsin

517 East Wisconsin Avenue
Milwaukee, Wisconsin 53202

Wyoming

2120 Capitol Avenue
Cheyenne, Wyoming 82001

APPENDIX D:

National Data Series: Monthly Supplemental Topics of the Current Population Survey

Topic	When Collected
Adult education participation	May 1969, 1972, 1975, 1978
Annual demographic file: demographic data, income and income components, and work experience	Every March since 1968
Child care	June 1977
Ethnic background and literacy	November 1969
Farm wage workers	December 1971-1977
Fertility and birth expectations	Every June since 1971
Food stamp recipiency	August 1974, April 1975, August 1975, December 1975, April 1976, August 1976, April 1977, August 1977
Health and immunization	September 1969-1972, 1974-1978
Job finding	January 1973
Job seeking activities of the unemployed	May 1976

Topic	When Collected
Job tenure and occupational mobility	January 1973, 1978
Marriage and birth history	June 1971, 1975
Multiple job holding, premium pay for overtime work, and usual earnings	Every May since 1969
Postsecondary school enrollment	October 1973, May 1974
Private household workers	May 1971, November 1974
Recent college graduates	October 1971, 1972
School enrollment	Every October since 1968
Survey of languages	July 1975
Swine flu immunization	April 1977
Volunteer work participation	April 1974
Voting and registration	Every November during even-numbered years since 1968

APPENDIX E:

State Data Centers and Summary Tape Processing Centers

Only 16 states thus far have State Data Centers (SDCs). These are marked with an asterisk below. The SDCs have most Census data available and can provide a number of special services for free or at a reduced fee to users within their states. The SDCs also have backup data from the Survey of Income and Education and may have backup data from the P-25 and P-26 Series.

Most other states have Summary Tape Processing Centers (STPCs). STPCs have some Census data available and can perform many of the same services the SDCs provide, but they usually charge a fee.

Many states have more than one SDC or STPC. Contact the one listed below to find out where the others in your state are located. If your state does not have a center, contact one in a neighboring state; many of the centers have data for several states available.

Alabama

University of Alabama*
Attn: Dr. Carl Ferguson
Center for Business and Economic Research
Box AK
University, Alabama 35486
(205) 348-6191

Alaska

Institute of Social and Economic Research
Attn: Lee Huskey
University of Alaska
Anchorage, Alaska 99504
(907) 278-4621

- or -

Attn: Cary Lu
Fairbanks, Alaska 99701
(907) 479-7436

Arizona

Arizona Department of Economic Security*
Attn: Richard A. Froncek
1717 West Jefferson
P.O. Box 1623 0-45Z
Phoenix, Arizona 85005
(602) 255-5984

Arkansas

Industrial Research and Extension Center*
Attn: Dr. Forrest Pollard
University of Arkansas
P.O. Box 3017
Little Rock, Arkansas 72203
(501) 371-1971

California

Demographic Research Company
Attn: Joseph J. Weissmann
233 Wilshire Boulevard
Santa Monica, California 90401
(213) 451-8583

Colorado

Business Research Division
Attn: C.R. Goeldner
Graduate School of Business Administration
University of Colorado
Campus Box 420
Boulder, Colorado 80309
(303) 492-8227

Connecticut

Urban Decisions Systems, Inc.
Attn: James A. Lunden
21 Charles Street
P.O. Box 551
Westport, Connecticut 06880
(203) 226-7367

Delaware

Office of Management, Budget and Planning*
Attn: Helen Gelof
Townsend Building
P.O. Box 1401
Dover, Delaware 19901
(302) 678-4271

District of Columbia

Metropolitan Washington Council of Governments
Attn: Frank Goodyear
1225 Connecticut Avenue, N.W.
Washington, D.C. 20036
(202) 223-6800

Florida

Census Access Program
Attn: Ray Jones
University of Florida Libraries
Library West
Gainesville, Florida 32611
(904) 392-0361

Georgia

Office of Computing Activities
Attn: Dr. Margaret Park
Director of Information Services
University of Georgia
Athens, Georgia 30602
(404) 542-3106

Office of Planning and Budget*
Attn: Tom Wagner
State of Georgia
270 Washington Street, S.W.
Atlanta, Georgia 30334
(404) 656-2191
restricted to government agencies

Hawaii

Department of Budget and Finance
Attn: Frances J. Santos
Electronic Data Processing Division
P.O. Box 150
Honolulu, Hawaii 96810
(808) 548-5910
restricted to government agencies

Idaho

Division of Budget, Policy Planning, and Coordination*
Attn: Dr. Richard Slaughter
Executive Office of the Governor
State House
Boise, Idaho 83720
(208) 384-3900

Illinois

Chicago Area Geographic Information Study
Attn: Edwin N. Thomas
Department of Geography
University of Illinois at Chicago Circle
Box 4348
Chicago, Illinois 60680
(312) 996-3112 or 996-5274

Indiana

Indiana State Library*
Attn: Sharon K. Lyons
104 North Senate Avenue
Indianapolis, Indiana 46204
(317) 633-6730

Iowa

University of Iowa
Attn: Chia-Hsing Lu
Laboratory for Political Research
Schaeffer Hall, 321A
University of Iowa
Iowa City, Iowa 52242
(319) 353-3103

Kansas

Center for Public Affairs
Attn: Fred A. Cleaver
607 Blake Hall
University of Kansas
Lawrence, Kansas 66045
(913) 864-3700

Kentucky

Urban Studies Center*
Attn: Clarence Wurdock
University of Louisville
Gardencourt Campus
Louisville, Kentucky 40205
(502) 588-6626

Louisiana

State Planning Office*
Attn: Leigh Harris
4528 Bennington Avenue
Baton Rouge, Louisiana 70808
(504) 925-4584

Maryland

Maryland Department of State Planning
Attn: Arthur Benjamin
301 West Preston Street
Baltimore, Maryland 21201
(301) 383-2453

Massachusetts

Urban Data Processing, Inc.
Attn: Robert G. Coyne
20 South Avenue
Burlington, Massachusetts 01803
(617) 273-0900

Michigan

Inter-University Consortium for Political and Social Research
Attn: Dr. Jerome M. Clubb
P.O. Box 1248
Ann Arbor, Michigan 48106
(313) 764-8508 or 763-5010

Minnesota

Minnesota Analysis and Planning System
Attn: Thomas A. Ehlen
Agricultural Extension Service
University of Minnesota
415 Coffey Hall
St. Paul, Minnesota 55108
(612) 376-7003

Mississippi

The Center for Population Studies
Attn: Dr. Max W. Williams
The Institute of Urban Research
The University of Mississippi
Bondurant Hall, 3W
University, Mississippi 38677
(601) 232-7288

Missouri

Public Affairs Information Service
Attn: Ed Robb
University of Missouri-Columbia
10 Professional Building
Columbia, Missouri 65201
(314) 882-8256 or 882-8367

Montana

Research and Information Systems Division*
Attn: Thomas Dundas
Montana Department of Community Affairs
Capitol Station
Helena, Montana 59601
(406) 449-2896

Nebraska

Academic Computing Services
Attn: D.F. Costello
University of Nebraska
3835 Holdrege
Lincoln, Nebraska 68508
(402) 472-3763

Nevada

Central Data Processing Division
Attn: Gordon L. Harding
Department of General Services
State of Nevada
Carson City, Nevada 89701
(702) 885-4091

New Jersey

Princeton-Rutgers Census Data Project
Attn: Jane Wolin
Center for Computer and Information Services
Rutgers University
Hill Center, Busch Campus
P.O. Box 879
Piscataway, New Jersey 08854
(201) 932-2483

New Mexico

Bureau of Business and Economic Research
Attn: Lee Brown
Institute for Applied Research Services
Robert O. Anderson School of Management
University of New Mexico
Albuquerque, New Mexico 87131
(505) 277-2216

New York

New York State Department of Commerce*
Attn: Peter Ansell
Division of Economic Research and Statistics
99 Washington Avenue
Albany, New York 12245
(518) 474-8854

North Carolina

North Carolina Department of Administration*
Attn: Karan Bunn
Division of State Budget and Management
116 West Jones Street
Raleigh, North Carolina 27603
(919) 733-7061

Ohio

Ohio Department of Economic and Community Development*
Attn: Jack Combs
Office of Research
30 East Broad Street
Columbus, Ohio 43215
(614) 466-2115

Oklahoma

University Computer Center
Attn: Eldean Bahm
Oklahoma State University
Mathematical Sciences Building
Stillwater, Oklahoma 74074
(405) 624-6301

Oregon

Center for Population Research and Census
Attn: Edward Schafer
Portland State University
P.O. Box 751
Portland, Oregon 97207
(503) 229-3922

Pennsylvania

Southwestern Pennsylvania Regional Planning Commission
Attn: Wade G. Fox
564 Forbes Avenue
Pittsburgh, Pennsylvania 15219
(412) 263-3500

Rhode Island

Social Science Data Center
Attn: Professor James M. Sakoda
Department of Sociology
Brown University
Maxey Hall
Providence, Rhode Island 02912
(401) 863-2550

Tennessee

Regional and Urban Studies Information Center
Attn: Dr. Andrew S. Loebl
Oak Ridge National Laboratory
P.O. Box X
Oak Ridge, Tennessee 37830
(615) 574-5966 or 574-5957

Texas

Institute of Urban Studies
Attn: Dr. Frank W. Anderson
The University of Texas at Arlington
P.O. Box 19588
Arlington, Texas 76019
(817) 273-3071

Utah

Population Research Laboratory
Attn: Dr. Yun Kim
Utah State University
Logan, Utah 84322
(801) 752-4100, ext. 7662

Virginia

Division of Planning and Budget*
Attn: Robert Griffis
445 Ninth Street Office Building
P.O. Box 1422
Richmond, Virginia 23211
(804) 786-7771

Washington

Population, Enrollment, and
Economic Studies Division
Attn: John R. Walker
Office of Financial Management
State of Washington HOB (AL-01)
Olympia, Washington 98504
(206) 753-5617

West Virginia

Governor's Office of Economic and
Community Development*
Attn: Albert Viczian
Charleston, West Virginia 25305
(304) 348-4010

Wisconsin

Wisconsin Demographic Services
Center*
Attn: Donald G. Holl
Department of Administration
Room B-110, 1 West Wilson Street
Madison, Wisconsin 53702
(608) 266-1927 or 266-1067

Wyoming

Institute for Policy Research
Attn: G. Fred Doll
University of Wyoming
P.O. Box 3925
University Station
Laramie, Wyoming 82071
(307) 766-5141

APPENDIX F:

SMSAs Covered in the Annual Housing Survey

The Annual Housing Survey is now on a four-year cycle that started in 1978. Each year one of the four groups of SMSAs listed below is surveyed. There are 15 SMSAs per group. Three SMSAs in each group are "large-sample" areas, in which 15,000 households are surveyed. (These SMSAs are marked with an asterisk below.) The remaining SMSAs are "small-sample" areas, in which 5,000 households are surveyed. Data on the large-sample areas are published separately for the central city, for the rest of the SMSA, and for the SMSA as a whole. Data on the small-sample areas are now published for the central city and for the rest of the SMSA.

The survey began in 1974. Between 1974 and 1978, the survey covered an average of 20 cities, including three or four large-sample SMSAs, each year.

Group I

* Atlanta, Georgia
Cincinnati, Ohio-Kentucky-Indiana
Colorado Springs, Colorado
Columbus, Ohio
Kansas City, Missouri-Kansas
New Orleans, Louisiana
Newport News-Hampton, Virginia
Paterson-Clifton-Passaic, New Jersey
* Philadelphia, Pennsylvania-New Jersey
Rochester, New York
San Antonio, Texas
San Bernardino-Riverside-Ontario, California
San Diego, California
* San Francisco-Oakland, California
Springfield-Chicopee-Holyoke, Massachusetts-Connecticut

Group II

Baltimore, Maryland
Buffalo, New York
* Chicago, Illinois
Cleveland, Ohio
Denver, Colorado
Hartford, Connecticut
Honolulu, Hawaii
* Houston, Texas
Las Vegas, Nevada
Miami, Florida
Milwaukee, Wisconsin
Omaha, Nebraska-Iowa
Portland, Oregon-Washington
Raleigh, North Carolina
* Seattle-Everett, Washington

Group III

Albany-Schenectady-Troy, New York
Allentown-Bethlehem-Easton, Pennsylvania-New Jersey
Birmingham, Alabama
Grand Rapids, Michigan
Indianapolis, Indiana
* Los Angeles-Long Beach, California
Louisville, Kentucky-Indiana
Memphis, Tennessee-Arkansas
* New York, New York
Oklahoma City, Oklahoma
Providence-Pawtucket-Warwick, Rhode Island-Massachusetts
Sacramento, California

Saginaw, Michigan
* St. Louis, Missouri-Illinois
Salt Lake City, Utah

Group IV

Anaheim-Santa Ana-Garden Grove, California
* Boston, Massachusetts
Dallas, Texas
* Detroit, Michigan
Fort Worth, Texas
Madison, Wisconsin
Minneapolis-St. Paul, Minnesota
Newark, New Jersey
Orlando, Florida
Phoenix, Arizona
Pittsburgh, Pennsylvania
Spokane, Washington
Tacoma, Washington
* Washington, D.C.-Maryland-Virginia
Wichita, Kansas

APPENDIX G:
Guides to Federal and Municipal Statistics

The first group of guides listed below is available through the U.S. Government Printing Office; contact a GPO bookstore (see Appendix M for a list of these bookstores) or the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

The second group of guides is available directly from the U.S. Bureau of the Census, Washington, D.C. 20233.

The third group of guides is available from their various publishers; addresses are given for these items.

Available from the U.S. Government Printing Office

National Center for Education Statistics. *Digest of Education Statistics* (annual).

National Center for Education Statistics. *Directory of Federal Agency Education Data Tapes* (1976).

National Criminal Justice Information and Statistics Service. *Sourcebook of Criminal Justice Statistics — 1978* (1979).

National Institute of Law Enforcement and Criminal Justice. *Directory of Criminal Justice Information Sources* (3rd ed., 1979).

National Technical Information Service. *Directory of Computerized Data Files and Related Software* (1976).

Office of Management and Budget. *Statistical Services of the United States Government* (1975).

Social Security Administration. *Annual Statistical Supplement to the Social Security Bulletin* (annual).

U.S. Bureau of Labor Statistics. *Directory of Data Sources on Racial and Ethnic Minorities,* Bulletin 1879 (1975).

U.S. Bureau of Labor Statistics. *Publications of the Bureau of Labor Statistics* (semiannual).

U.S. Bureau of the Census. *Bureau of the Census Catalog* (monthly).

U.S. Bureau of the Census. *Congressional District Data Book* (1973). Supplements for California, New York, and Texas update redistricted states.

U.S. Bureau of the Census. *The Current Population Survey: Design and Methodology* (1978).

U.S. Bureau of the Census. *Directory of Federal Statistics for Local Areas: A Guide to Sources, 1976* (1978).

U.S. Bureau of the Census. *Guide to Recurrent and Special Governmental Statistics* (1976).

U.S. Bureau of the Census. *Historical Statistics of the United States: Colonial Times to 1970,* 2 vols. (1975).

U.S. Bureau of the Census. *Index to Selected 1970 Census Reports* (1974).

U.S. Bureau of the Census. *Mini-Guide to the 1977 Economic Censuses* (1978).

U.S. Bureau of the Census. *1970 Census Users' Guide*, 2 vols. (1972).

U.S. Bureau of the Census. *Statistical Abstract of the United States: 1979*, 100th ed. (1979).

U.S. Bureau of the Census and U.S. Air Force. *Environmental/Socioeconomic Data Sources* (1976).

U.S. Department of Agriculture. *Guide to USDA Statistics* (1973).

U.S. Department of Labor, Employment and Training Administration. *Guide to Local Occupational Information*, 5th ed. (1976).

U.S. General Accounting Office. *Federal Information Sources and Systems* (1978).

U.S. Government Printing Office. *Selected U.S. Government Publications* (ten issues per year; free subscription).

Available from the U.S. Bureau of the Census

U.S. Bureau of the Census, Data User Services Division. *Census Data for Community Action*, revised 1978.

U.S. Bureau of the Census, Data User Services Division. *Data Access Descriptions* (irregular; sold separately).

U.S. Bureau of the Census, Data User Services Division. *Directory of Data Files* (1979).

U.S. Bureau of the Census, Data User Services Division. *Guide to County Census Data for Planning Economic Development* (forthcoming).

U.S. Bureau of the Census, Governments Division. *Preliminary Finder's Guide to the 1977 Census of Governments* (1977).

U.S. Bureau of the Census, Subscriber Services. *Data User News* (monthly).

U.S. Bureau of the Census, Subscriber Services. *Factfinder for the Nation* (irregular; sold as a set).

U.S. Bureau of the Census, Subscriber Services. *Reference Manual on Population and Housing Statistics from the Census Bureau* (1978).

Available from Publishers

Congressional Information Service. *American Statistics Index: A Comprehensive Guide and Index to the Statistical Publications of the U.S. Government* (annual). Congressional Information Service, 7101 Wisconsin Avenue, N.W., Washington, D.C. 20014.

International City Management Association. *The Municipal Year Book* (annual). International City Management Association, 1140 Connecticut Avenue, N.W., Washington, D.C. 20036.

National Center for Health Statistics. *Current Listing and Topical Index to the Vital and Health Statistics Series* (annual; free). National Center for Health Statistics, 3700 East-West Highway, Hyattsville, Maryland 20782.

National Criminal Justice Reference Service. *Selective Notification of Information* (monthly; free). National Criminal Justice Reference Service, User Services, Box 6000, Rockville, Maryland 20850.

Snider, Patricia J.; Jeannie T. Royer; and Fredericka J. Baytos. *Human Resources Planning—A Guide to Data* (1976). Equal Employment Advisory Council, 1747 Pennsylvania Avenue, N.W., Washington, D.C. 20006.

Wasserman, Paul, Ed. *Statistics Sources*, 5th ed. (1977). Gale Research Company, Book Tower, Detroit, Michigan 48226.

APPENDIX H:
Data User Service Offices

Contact the Bureau of the Census Offices listed below and ask for the Data User Service Officer.

Atlanta

1365 Peachtree Street, N.E.
Room 625
Atlanta, Georgia 30309
(404) 881-2274

Boston

441 Stuart Street, Tenth Floor
Boston, Massachusetts 02116
(617) 223-0668

Charlotte

Suite 800, 230 South Tryon Street
Charlotte, North Carolina 28202
(704) 371-6414

Chicago

55 E. Jackson Boulevard
Suite 1304
Chicago, Illinois 60604
(312) 353-0980

Dallas

1100 Commerce Street
Room 3C54
Dallas, Texas 75242
(214) 749-2394

Denver

575 Union Boulevard
Denver, Colorado 80225
(303) 234-5825

Detroit

Federal Building and U.S. Courthouse
Room 565
231 W. Lafayette Street
Detroit, Michigan 48226
(313) 226-4675

Kansas City

One Gateway Center
4th and State Streets
Kansas City, Missouri 66101
(816) 374-4601

Los Angeles

11777 San Vincente Boulevard
Eighth Floor
Los Angeles, California 90049
(213) 824-7291

New York

Federal Office Building
Room 37-130
26 Federal Plaza
New York, New York 10007
(212) 264-3870

Philadelphia

William J. Green, Jr. Federal Building
600 Arch Street, Room 9244
Philadelphia, Pennsylvania 19106
(215) 597-8314

Seattle

Lake Union Building
1700 Westlake Avenue North
Seattle, Washington 98109
(206) 442-7080

APPENDIX I:

State Central Information Reception Offices

Alabama

Office of State Planning and Federal Programs
State Clearinghouse
State Capitol
Montgomery, Alabama 36130
(205) 832-5646

Alaska

State Clearinghouse
Office of the Governor
State of Alaska
Pouch AD
Juneau, Alaska 99801
(907) 465-3577

Arizona

State Clearinghouse
Office of Economic Planning and Development
State of Arizona
1700 West Washington Street
Room 505
Phoenix, Arizona 85007
(602) 255-5004

Arkansas

Arkansas State Clearinghouse
Department of Finance and Administration
7th & High Street, Room 204
Little Rock, Arkansas 72201
(501) 371-2311

California

Office of the Governor
State Clearinghouse
1400 Tenth Street
Sacramento, California 95814
(916) 445-0613

Colorado

Office of State Planning and Budgeting
Federal Funds Unit
102 State Capitol Building
Denver, Colorado 80203
(303) 839-2351

Connecticut

State Clearinghouse
Office of Intergovernmental Programs
80 Washington Street
Hartford, Connecticut 06115
(203) 566-5737

Delaware

Office of Management, Budget and Planning
Townsend Building, Third Floor
P.O. Box 1401
Dover, Delaware 19901
(302) 678-4271

District of Columbia

Office of Budget and Resource Development
Resource Development Division
District Building, Room 423
1350 E Street, N.W.
Washington, D.C. 20004
(202) 727-6343

Florida

Bureau of Intergovernmental Relations
Division of State Planning
Department of Administration
530 Carlton Building
Tallahassee, Florida 32304
(904) 488-2371

Georgia

Office of Planning and Budget
Room 610
270 Washington Street, S.W.
Atlanta, Georgia 30334
(404) 656-3855

Hawaii

Department of Planning and Economic Development
P.O. Box 2359
Honolulu, Hawaii 96804
(808) 548-3085

Idaho

State Clearinghouse
Division of Budget, Policy Planning and Coordination
Hall of Mirrors, Second Floor West
Boise, Idaho 83720
(208) 384-3351

Illinois

State Clearinghouse
Bureau of the Budget
Lincoln Tower Plaza
524 S. Second Street, Room 315
Springfield, Illinois 62706
(217) 782-3105

Indiana

Indiana State Clearinghouse
State Planning Services Agency
143 West Market Street
Indianapolis, Indiana 46204
(317) 633-4346

Iowa

Office for Planning and Programming
523 East 12th Street
Des Moines, Iowa 50319
(515) 281-3970

Kansas

Division of State Planning and Research
Department of Administration
Suite 407
109 W. 9th Street
Topeka, Kansas 66612
(913) 296-3496

Kentucky

State Clearinghouse
Office for Policy and Management
209 Capitol Annex
Frankfort, Kentucky 40601
(502) 564-7155

Louisiana

Department of Urban & Community Affairs
Office of the State Clearinghouse
P.O. Box 44455, Capitol Station
Baton Rouge, Louisiana 70804
(504) 925-3722

Maine

State Planning Office
State of Maine
184 State Street
Augusta, Maine 04333
(207) 289-3261

Maryland

Department of State Planning
301 West Preston Street
Baltimore, Maryland 21201
(301) 932-2451

Massachusetts

Office of Federal/State Resources
Bureau of Systems Development
Statehouse, Room 272
Boston, Massachusetts 02133
(617) 727-4154

Michigan

Department of Management and Budget
Office of Intergovernmental Relations
Lewis Cass Building, Box 30026
Lansing, Michigan 48909
(517) 373-8286

Minnesota

State Clearinghouse
Minnesota State Planning Agency
101 Capitol Square Building
St. Paul, Minnesota 55101
(612) 296-3698

Mississippi

Coordinator Federal-State Programs
Office of the Governor
1304 Sillers Building
Jackson, Mississippi 39201
(601) 354-7018

Missouri

Office of Administration
Division of Budget and Planning
P.O. Box 809
State Capitol Building
Jefferson City, Missouri 65101
(314) 751-4834

Montana

Montana State Clearinghouse
Office of Budget and Program Planning
Room 221, State Capitol
Helena, Montana 59601
(406) 449-3616

Nebraska

State Office of Planning and
Programming
State Capitol
Box 94601
Lincoln, Nebraska 68509
(402) 471-2414

Nevada

State Clearinghouse
State Planning Coordinator
Capitol Complex
Carson City, Nevada 89701
(702) 885-4865

New Hampshire

Coordinator of Federal Funds
Office of the Governor
State House, Room 124
Concord, New Hampshire 03301
(603) 271-3783

New Jersey

Bureau of State and Regional Planning
Department of Community Affairs
329 West State Street
P.O. Box 2768
Trenton, New Jersey 08625
(609) 292-6275

New Mexico

Department of Finance and
Administration
State Clearinghouse
505 Don Gaspar
Santa Fe, New Mexico 87503
(505) 827-2073

New York

Federal Relations Unit
New York State Division of the Budget
State Capitol
Albany, New York 12224
(518) 474-1605

North Carolina

State Clearinghouse
Division of Budget and Management
Department of Administration
116 West Jones Street
Raleigh, North Carolina 27603
(919) 733-7061

North Dakota

State Intergovernmental Clearinghouse
Federal Aid Coordinator Office
State Capitol
Bismarck, North Dakota 58505
(701) 224-2818

Ohio

Office of Budget and Management
State Clearinghouse
30 East Broad Street
Room 3949
Columbus, Ohio 43215
(614) 466-7461

Oklahoma

State Grant-in-Aid Clearinghouse
5500 North Western
Oklahoma City, Oklahoma 73118
(405) 840-2811

Oregon

Federal Aid Coordinator
Intergovernmental Relations Division
306 State Library Building
Salem, Oregon 97310
(503) 378-3732

Pennsylvania

State Clearinghouse
Governor's Office of Budget
and Administration
Intergovernmental Relations Division
P.O. Box 1323
Harrisburg, Pennsylvania 17120
(717) 787-8046

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Rhode Island

Statewide Planning Program
Department of Administration
Room 201
265 Melrose Street
Providence, Rhode Island 02907
(401) 277-2656

South Carolina

State Clearinghouse
Grants and Contracts Review Unit
Office of the State Auditor
P.O. Box 11333
Columbia, South Carolina 29211
(803) 758-7707

South Dakota

State Planning Bureau
State Capitol, Second Floor
Pierre, South Dakota 57501
(605) 773-3661

Tennessee

State Planning Office
Grants Review Section
660 Capitol Hill Building
Nashville, Tennessee 37219
(615) 741-1970

Texas

Governor's Budget and Planning Office
Executive Office Building
411 West 13th Street
Austin, Texas 78701
(512) 475-2427

Utah

State Planning Coordinator
124 State Capitol Building
Salt Lake City, Utah 84114
(801) 533-5245

Vermont

State Clearinghouse
State Planning Office
Pavilion Office Building
Montpelier, Vermont 05602
(802) 828-3326

Virginia

Department of Intergovernmental Affairs
Ninth Street Office Building, Room 916
Richmond, Virginia 23219
(804) 786-1811

Washington

The State of Washington has two state Central Reception Agencies. The Planning and Community Affairs Agency handles A-95, Part I (Project Notification and Review System) and Part IV (Coordination of Planning and Multijurisdictional Areas). The Office of Financial Management handles Part II (Direct Federal Development) and Part III (State Plans).

Office of the Governor
Planning and Community Affairs Agency
400 Capitol Center Building
Olympia, Washington 98504
(206) 753-2223

Policy Analysis Division
Office of Financial Management
109 House Office Building
Olympia, Washington 98504
(206) 753-4925

West Virginia

State Clearinghouse
Program Support Services
Governor's Office of Economic and Community Development
B-548 Building #5
Charleston, West Virginia 25305
(304) 348-4010

Wisconsin

State Clearinghouse
Office of Federal/State Relations
State Office Building, Room B-114
Madison, Wisconsin 53702
(608) 266-1032/3

Wyoming

State Planning Coordinator
Office of the Governor
2320 Capitol Avenue
Cheyenne, Wyoming 82001
(307) 777-7574

APPENDIX J:

Federal Programs That Require State Plans

A large number of federal programs require state plans. Many of these programs directly affect children; many others indirectly affect them. This appendix contains a complete list of all such programs. For each program, we list the Office of Management and Budget (OMB) program code, the full title of the program, and the planning requirements. The OMB program code is the number by which a federal program is listed in the *Catalog of Federal Domestic Assistance.*

The planning requirements are given according to the following code:

- A = Public hearings or similar open commenting process, usually including an advisory committee.
- B = Public advisory committee, sometimes not limited to elected officials.
- C = Elaborate public participation in planning process, usually local as well as statewide.
- D = A required state plan reportable under A-95, Part III, to the governor or a designated agency.

OMB Code	Program Title	Requirements
10.551	Food Stamps	D
10.553	School Breakfast Program	D
10.554	Equipment Assistance for School Food Service Programs	D
10.555	National School Lunch Program	D
10.556	Special Milk Program for Children	D
10.557	Special Supplemental Food Program for Women, Infants, and Children	D
10.558	Child Care Food Program	D
10.559	Summer Food Service Program for Children	D
10.560	State Administrative Expenses for Child Nutrition	D
10.561	State Administrative Matching Grants for Food Stamp Program	D

OMB Code	Program Title	Requirements
10.563	Nutrition Education Experimental or Demonstration Projects	D
10.564	Nutrition Education and Training Program	D
11.308	Grants to States for Supplemental and Basic Funding of Titles I, II, III, IV, and IX Activities	D
11.418	Coastal Zone Management Program Development	A, B
12.110	Planning Assistance to States	D
12.315	Civil Defense—State and Local Management	D
13.210	Comprehensive Public Health Services—Formula Grants	A, B, D
13.220	Medical Facilities Construction-Formula Grants	D
13.232	Maternal and Child Health Services	D
13.253	Medical Facilities Construction—Loans and Loan Guarantees	D
13.257	Alcohol Formula Grants	B, D
13.269	Drug Abuse Prevention Formula Grants	A, B, D
13.293	State Health Planning and Development Agencies	A, B
13.295	Community Mental Health Centers—Comprehensive Services Support	A, B, D
13.400	Adult Education—Grants to States	B, D
13.403	Bilingual Education	B
13.408	Construction of Public Libraries	B, D
13.428	Educationally Deprived Children—Local Educational Agencies	B
13.429	Educationally Deprived Children—Migrants	B
13.449	Handicapped Preschool and School Programs	B
13.464	Library Services—Grants for Public Libraries	B, D
13.465	Library Services—Interlibrary Cooperation	B, D
13.491	University Community Service—Grants to States	D
13.493	Vocational Education—Basic Grants to States	A, B, D
13.494	Vocational Education—Consumer and Homemaking	A, B, D
13.495	Vocational Education—Program Improvement and Supportive Services	D
13.499	Vocational Education—Special Needs	A, B, D
13.500	Vocational Education—State Advisory Councils	B

OMB Code	Program Title	Requirements
13.649	Rehabilitation Services and Facilities—Innovation and Expansion	D
13.679	Child Support Enforcement	D
13.714	Medical Assistance Program	B, D
13.775	State Medicaid Fraud Control Unit	D
13.808	Assistance Payments—Maintenance Assistance (State Aid)	D
13.810	Assistance Payments—State and Local Training	D
13.882	Hypertension Program	D
13.887	Medical Facilities Construction—Project Grants	D
14.203	Comprehensive Planning Assistance	A, C
14.218	Community Development Block Grants/Entitlement Grants	A, C
14.219	Community Development Block Grants/Discretionary Grants	A, C
14.702	State Disaster Preparedness Grants	D
15.130	Indian Education—Assistance to Schools	D
15.250	Regulation of Surface Coal Mining and Surface Effects of Underground Coal Mining	D
15.400	Outdoor Recreation—Acquisition, Development, and Planning	A, B, C, D
15.411	Historic Preservation	D
15.416	National Register of Historic Places	D
16.502	Law Enforcement Assistance—Improving and Strengthening Law Enforcement and Criminal Justice	D
16.516	Law Enforcement Assistance—Juvenile Justice and Delinquency Prevention Act Allocation to States	D
16.517	Law Enforcement Assistance Administration—OJJDP Special Emphasis Prevention and Treatment Programs	D
17.207	Employment Service	D
17.225	Unemployment Insurance—Grants to States	D
17.232	Comprehensive Employment and Training Programs	A, D
17.234	Employment and Training—Indians and Native Americans	D
17.239	Youth Community Conservation Improvement Program	D
17.240	Youth Employment and Training	D

OMB Code	Program Title	Requirements
17.242	Summer Programs for Economically Disadvantaged Youth	D
20.004	Boating Safety—Financial Assistance	D
20.102	Airport Development Aid Program	A, B
20.103	Airport Planning Grant Program	A, B
20.205	Highway Research, Planning, and Construction	A
20.303	Grants-in-Aid for Railroad Safety—State Participation	D
20.308	Local Rail Service Assistance	A, C, D
20.309	Railroad Rehabilitation and Improvement—Guarantee of Obligations	A, D
20.500	Urban Mass Transportation Capital Improvement Grants	A
20.501	Urban Mass Transportation Capital Improvement Loans	A
20.507	Urban Mass Transportation Capital and Operating Assistance Formula Grants (Capital Grants only)	A
20.508	Urban Mass Transportation Rail Passenger Service Assistance	A
20.600	State and Community Highway Safety	D
20.700	Gas Pipeline Safety	D
45.007	Promotion of the Arts—Federal-State Partnership	D
49.002	Community Action	C
49.014	Emergency Energy Conservation Services	B
66.001	Air Pollution Control Program Grants	A, B, C, D
66.418	Construction Grants for Wastewater Treatment Works	A, B, C
66.419	Water Pollution Control—State and Interstate Program Grants	A, B, C, D
66.426	Water Pollution Control—State and Areawide Water Quality Management	A, B, C
66.432	State Public Water System Supervision Program Grants	D
66.433	State Underground Water Source Protection Program Grants	D

OMB Code	Program Title	Requirements
66.434	Safe Drinking W .ter State and Local Program Development Grants	D
66.451	Solid and Hazardous Waste Management Program Support Grants	D
66.600	Environmental Protection Consolidated Grants—Program Support	D
81.040	Grants for Offices of Consumer Services	D
81.041	State Energy Conservation Program	D
81.042	Weatherization Assistance Program for Low-Income Persons	D
81.043	Supplemental State Energy Conservation Program	D

In addition to the programs listed above, the 55 programs of the 9 regional commissions operate under multistate plans, hearing procedures, or similar coordinative machinery that would be open to local advocates. The basic coordination requirements are those of A-95, Part I (these programs are exempt from A-95, Part III), but the commissions have all established some form of multistate planning process.

The Appalachian Regional Commission was established by the Appalachian Regional Development Act of 1965 (Public Law 89-4). The other commissions were established by Title V of the Public Works and Economic Development Act of 1965 (Public Law 89-136, as amended).

The nine commissions are:

Regional Commission	Number of CFDA Programs	OMB Program Codes Begin
Appalachian	12	23.
Coastal	7	28.
Four Corners	6	38.
New England	5	48.
Ozarks	6	52.
Upper Great Lakes	8	63.
Old West	4	75.
Pacific Northwest	5	76.
Southwest Border	2	79.

APPENDIX K:

Office for Civil Rights Regional Offices

Region I

140 Federal Street, 14th Floor
Boston, Massachusetts 02110
(617) 223-4408

Region II

Federal Building, Room 33-130
26 Federal Plaza
New York, New York 10007
(212) 264-4634

Region III

3535 Market Street, Room 6300
Philadelphia, Pennsylvania 19101
(215) 596-6772

Region IV

101 Marietta Tower, Room 2702
Atlanta, Georgia 30323
(404) 221-2954

Region V

300 South Wacker Drive, Eighth Floor
Chicago, Illinois 60606
(312) 353-2520

Region VI

1200 Main Tower, Room 1900
Dallas, Texas 75202
(214) 767-3951

Region VII

1150 Grand Avenue, Seventh Floor
Kansas City, Missouri 64106
(816) 374-2474

Region VIII

1961 Stout Street, Room 1398
Denver, Colorado 80294
(303) 837-2025

Region IX

1275 Market Street
San Francisco, California 94103
(415) 556-8586

Region X

Arcade Plaza Building
1321 2nd Avenue, Room 7320, M/S 723
Seattle, Washington 98101
(206) 442-0473

APPENDIX L:

State Project Directors for the Cooperative Health Statistics System

If you need more up-to-date data than are available through the Cooperative Health Statistics System, you should contact your state registrar of vital statistics. The project directors listed below will be able to direct you to the registrar.

Because two states—North Dakota and South Dakota—do not participate in the CHSS, we have listed their state registrars below. (These states are marked with an asterisk.)

Alabama

Dr. Forest Ludden—Vital Statistics
State Department of Public Health
State Office Building
Montgomery, Alabama 36130
(205) 832-3100

Loren Miller—Health Manpower Statistics, Health Facilities Statistics
State Department of Public Health
State Office Building
Montgomery, Alabama 36130
(205) 832-6795

Alaska

Reed Schonfeldt—Vital Statistics and Health Manpower Statistics
Office of Information Services
Pouch H-01G
Juneau, Alaska 99811
(907) 465-3023

Arizona

Ramona M. Tager—Health Manpower Statistics, Health Facilities Statistics, and Hospital Care Statistics
Arizona Department of Health Services
1740 West Adams Street
Phoenix, Arizona 85007
(602) 271-1071

Arkansas

Werner L. Haney—Health Manpower Statistics
Arkansas Department of Health
4815 West Markham Street
Little Rock, Arkansas 72201
(501) 661-2368

California

Henry W. Zaretsky, Ph.D.
Department of Health
714 P Street, Room 1350
Sacramento, California 95814
(916) 445-1945

Colorado

Donald J. Davids—Vital Statistics, Health Manpower Statistics, and Health Facilities Statistics (Consolidated)
State Department of Health
4210 East 11th Avenue
Denver, Colorado 80220
(303) 320-8475

Connecticut

Hal Burdo—Vital Statistics, Health Manpower Statistics, Health Facilities Statistics (Consolidated)
State Department of Health Services
Division of Health Statistics
79 Elm Street
Hartford, Connecticut 06115
(203) 566-3149

Delaware

Michael L. Easley—Health Manpower Statistics
Department of Health and Social Services
Bureau of Health Planning and Resources Development
Jesse S. Cooper Memorial Building
Capitol Square
Dover, Delaware 19901
(302) 678-5338

District of Columbia

Grover H. Chamberlain—Health Facilities Statistics
Department of Human Resources
614 H Street, N.W.
Washington, D.C. 20001
(202) 727-0682

Florida

Everett H. Williams, Jr.—Vital Statistics
Department of Public Health
P.O. Box 210
Jacksonville, Florida 32201
(904) 345-3961, ext. 245

George Cannon—Health Manpower Statistics and Health Facilities Statistics
Department of Health and Rehabilitative Services
1323 Winewood Boulevard
Tallahassee, Florida 32301
(904) 488-8394

Georgia

Phyllis Lloyd—Health Manpower Statistics, Health Facilities Statistics
State Health Planning and Development Agency
43A Executive Park East, N.E.
Atlanta, Georgia 30329
(404) 894-2672

Hawaii

Thomas A. Burch—Vital Statistics, Health Manpower Statistics, and Health Facilities Statistics
Department of Health
1250 Punchbowl Street
Honolulu, Hawaii 96801
(808) 548-6454

Idaho

Janet M. Wick—Vital Statistics, Health Facilities Statistics
Department of Health and Welfare
700 W. State Street
Boise, Idaho 83720
(208) 384-2493

Illinois

(Vacant)—Vital Statistics
Illinois Department of Public Health
535 West Jefferson Street
Springfield, Illinois 62761
(217) 549-2180

Hilmon Sorey, Jr.—Health Manpower Statistics, Hospital Care Statistics
Illinois Cooperative Health Data System, Inc.
1200 Jorie Boulevard
Oak Brook, Illinois 60521
(312) 325-8485

Paul Q. Peterson—Health Facilities Statistics
Department of Public Health
State Center for Health Statistics
535 West Jefferson Street, Room 300
Springfield, Illinois 62761
(217) 782-4977

Indiana

Robert A. Calhoun—Vital Statistics
State Board of Health
1330 W. Michigan Street
Indianapolis, Indiana 46206
(317) 633-0308

Iowa

Donald R. Coughenour—Vital Statistics
State Department of Health
Robert Lucas Building
Des Moines, Iowa 50319
(515) 281-6581

Ken Johnson—Hospital Care Statistics
Iowa Hospital Association
600 5th Avenue, Suite R
Des Moines, Iowa 50309
(515) 288-1955

Kansas

Irvin G. Franzen—Vital Statistics
State Department of Health and Environment
6700 S. Topeka Avenue, Building 321
Topeka, Kansas 66620
(913) 862-9360, ext. 559

Kentucky

Omar Greeman—Vital Statistics
Department of Human Resources
275 E. Main Street
Frankfort, Kentucky 40601
(502) 564-4212

Charles Kendall—Health Manpower Statistics, Health Facilities Statistics
Department of Human Resources
Room 157, 275 E. Main Street
Frankfort, Kentucky 40601
(502) 564-2757

Louisiana

Frances N. Bari—Vital Statistics
Department of Human Resources
P.O. Box 60630
New Orleans, Louisiana 20160
(504) 526-5313

Maine

John Norton—Vital Statistics, Health Manpower Statistics, and Health Facilities Statistics (Consolidated)
Department of Human Services
State House
Augusta, Maine 04333
(207) 289-2716

Maryland

Frances J. Warthen, Ph.D.—Vital Statistics, Health Manpower Statistics
Department of Health and Mental Hygiene
Maryland Center for Health Statistics
201 West Preston Street
Baltimore, Maryland 21202
(301) 383-2850

Joseph Mead, Jr.—Hospital Care Statistics
Maryland Resource Center
Quadrangle Building, Suite 262
Village of Cross Keys
2 Hamill Road
Baltimore, Maryland 21210
(301) 433-7662

Massachusetts

Jacob Getson—Vital Statistics, Health Manpower Statistics, and Health Facilities Statistics (Consolidated)
Department of Public Health
Office of State Health Planning
600 Washington Street, Room 614
Boston, Massachusetts 02111
(617) 727-4164

Elliot Stone—Hospital Care Statistics
Massachusetts Health Data Consortium
400-1 Totten Pond Road
Waltham, Massachusetts 02154
(617) 890-6040

Michigan

Theodore R. Ervin—Vital Statistics, Health Manpower Statistics, and Health Facilities Statistics (Consolidated)
Department of Public Health
3500 N. Logan Street
Lansing, Michigan 48914
(517) 373-1322

Minnesota

Duane Johnson—Vital Statistics, Health Manpower Statistics and Health Facilities Statistics (Consolidated)
Department of Health
717 Delaware Street, S.E.
Minneapolis, Minnesota 55440
(612) 296-5461

Mississippi

David Lohrisch, Ph.D.—Vital Statistics, Health Facility Statistics
State Board of Health
P.O. Box 1700
Jackson, Mississippi 39205
(601) 354-6606

Evelyn Brantley—Health Manpower Statistics
State Board of Health
P.O. Box 1700
Jackson, Mississippi 39205
(601) 354-6646

Missouri

Garland Land—Vital Statistics, Health Manpower Statistics, Health Facilities Statistics, and Hospital Care Statistics (Consolidated)
Missouri Center for Health Statistics
1511 Christy Drive
Jefferson City, Missouri 65101
(314) 751-2713

Montana

John C Wilson—Vital Statistics
State Department of Health and Environmental Sciences
Helena, Montana 59601
(406) 449-2614

Nebraska

Mary Lou Eastman—Vital Statistics, Health Manpower Statistics, and Health Facilities Statistics (Consolidated)
State Health Department
301 Centennial Mall South
P.O. Box 95007
Lincoln, Nebraska 68509
(402) 471-2241

Nevada

Jack Homeyer—Vital Statistics
Department of Human Resources
Capitol Complex
Kenkaid Building, Room 102
505 East King Street
Carson City, Nevada 89710
(702) 885-4740

New Hampshire

Charles E. Sirc—Vital Statistics, Health Manpower Statistics, and Health Facilities Statistics
Department of Health and Welfare
Health and Welfare Building
Hazen Drive
Concord, New Hampshire 03301
(603) 271-4647

New Jersey

Vincent D'Alessandro—Vital Statistics
New Jersey Department of Public Health
Division of Health Planning and Resources Development
P.O. Box 1540
Trenton, New Jersey 08625
(609) 292-5960

Robert Haltmeier—Health Facilities Statistics
State Department of Health
John Fitch Plaza, P.O. Box 1540
Trenton, New Jersey 08625
(609) 292-5960

Henry Watson—Hospital Care Statistics
Department of Health
John Fitch Plaza, P.O. Box 1540
Trenton, New Jersey 08625
(609) 292-5960

New Mexico

Kirby Monroe—Health Manpower Statistics
Health and Environment Department
State Health Planning and Development Bureau
P.O. Box 968
Santa Fe, New Mexico 87503
(505) 827-2373

New York

Vito Logrillo—Vital Statistics
New York State Department of Health and Health Resources
Empire State Plaza
Tower Building
Albany, New York 12237
(518) 474-8260

Guridal S. Uppal—Health Facilities Statistics
New York State Department of Health and Health Resources
Empire State Plaza, Tower Plaza, 13th Floor
Albany, New York 12237
(518) 474-8368

New York City

Melvin S. Schwartz—Vital Statistics
Medical and Health Research Association
40 Worth Street
New York, New York 10013
(212) 566-7150

North Carolina

John Chalmers—Vital Statistics, Health Manpower Statistics, and Health Facilities Statistics (Consolidated)
Department of Human Resources
325 N. Salisbury Street
Raleigh, North Carolina 27602
(919) 829-4534

North Dakota*

Richard W. Blair
Director
Office of Statistical Services
State Registrar

- or -

Elna Kavonius
Director
Division of Vital Records
Office of Statistical Services
Deputy State Registrar
North Dakota State Department of Health
State Capitol
Bismarck, North Dakota 58505
(701) 224-2360

Ohio

Karl E. Wise—Vital Statistics
Department of Health
450 E. Town Street
P.O. Box 118
Columbus, Ohio 43216
(614) 466-2533

Oklahoma

H. Dorsey Douglas III—Vital Statistics
State Department of Health
N.E. 10th and Stonewall
P.O. Box 53551
Oklahoma City, Oklahoma 73105
(405) 271-4542

Oregon

Marian Martin—Vital Statistics
State Health Division
State Office Building
1400 S.W. Fifth Avenue
Portland, Oregon 97201
(503) 229-5896

Virginia Peterson—Health Manpower Statistics
State Health Division
State Office Building
1400 S.W. Fifth Avenue
Portland, Oregon 97201
(503) 229-6982

Pennsylvania

Patricia Potrzebowski, Ph.D.—Vital Statistics, Health Manpower Statistics, and Health Facilities Statistics (Consolidated)
Department of Health
P.O. Box 90
Harrisburg, Pennsylvania 17120
(717) 783-2548

Rhode Island

(Vacant)—Vital Statistics, Health Manpower Statistics, and Health Facilities Statistics (Consolidated)
Health Services Research, Inc.
56 Pine Street
Providence, Rhode Island 02903
(401) 331-6105

South Carolina

Walter P. Bailey—Vital Statistics, Health Manpower Statistics, and Health Facilities Statistics (Consolidated)
Division of Research
State Budget and Control Board
1028 Sumter Street
Columbia, South Carolina 29201
(803) 758-7010

South Dakota*

William D. Johnson, Director
State Center for Health Statistics
State Department of Health
Joe Foss Building
Pierre, South Dakota 57501
(605) 773-3355

Tennessee

Christopher D. Martin—Vital Statistics, Health Manpower Statistics, and Health Facilities Statistics (Consolidated)
Capitol Hill Building, Room 320
301 7th Avenue, N.W.
Nashville, Tennessee 37219
(615) 741-1954

Texas

(Vacant)—Vital Statistics, Health Manpower Statistics, and Health Facilities Statistics (Consolidated)
Department of Health Resources
1100 West 49th Street
Austin, Texas 78756
(512) 458-7378

Utah

John C. Brockert—Vital Statistics
State Division of Health
44 Medical Drive
Salt Lake City, Utah 84113
(801) 533-6186

Marvin C. Masur—Health Manpower Statistics
State Division of Health
Box 2500
Salt Lake City, Utah 84110
(801) 533-7418

Vermont

Mary Anne Freedman—Vital Statistics, Health Facilities Statistics (Consolidated)
Department of Health
115 Colchester Avenue
Burlington, Vermont 05401
(802) 864-7448

Virginia

Deane L. Huxtable—Vital Statistics, Health Manpower Statistics, and Health Facilities Statistics (Consolidated)
Department of Health
James Madison Building
P.O. Box 1000
Richmond, Virginia 23208
(804) 786-6202

Washington

Eugene E. Sabotta—Vital Statistics, Health Manpower Statistics, and Health Facilities Statistics (Consolidated)
Department of Social and Health Services
P.O. Box 1788
Olympia, Washington 98504
(206) 753-5882

West Virginia

Chuck Bailey—Vital Statistics, Health Manpower Statistics, and Health Facilities Statistics (Consolidated)
State Department of Health
1800 Washington Street, East
Charleston, West Virginia 25305
(304) 348-2971

Wisconsin

Raymond D. Nashold—Vital Statistics, Health Manpower Statistics, and Health Facilities Statistics (Consolidated)
Department of Health and Social Services
P.O. Box 309
Madison, Wisconsin 53701
(608) 266-1334

Wyoming

Henry W. Buseck—Vital Statistics and Health Facilities Statistics
Division of Health and Medical Services
State Health Planning and Development Agency
Hathaway Building
Cheyenne, Wyoming 82002
(307) 777-7121

APPENDIX M:

U.S. Government Printing Office Bookstores

Many of the materials cited in the text can be purchased from the U.S. Government Printing Office bookstores. It is helpful to have GPO stock numbers for the materials you want; call the bookstores to get these and to confirm prices. GPO also publishes about 300 subject bibliographies of federal publications, many of which are of interest to child advocates. Ask for a list and an order form at the bookstore.

Atlanta

Room 100, Federal Building
275 Peachtree Street, N.E.
Atlanta, Georgia 30303
(404) 526-6946

Birmingham

Room 102A, 2121 Building
2121 Eighth Avenue, N.
Birmingham, Alabama 35203
(205) 229-1056

Boston

Room G25, John F. Kennedy Federal Building
Sudbury Street
Boston, Massachusetts 02203
(617) 223-6071

Canton

Federal Office Building
201 Cleveland Avenue, S.W.
Canton, Ohio 44702
(216) 455-8971

Chicago

Room 1463, Everett McKinley Dirksen Building
219 South Dearborn Street
Chicago, Illinois 60604
(312) 353-5133

Cleveland

First Floor, Federal Office Building
1240 E. 9th Street
Cleveland, Ohio 44114
(216) 522-4922

Columbus

Room 207, Federal Building
200 N. High Street
Columbus, Ohio 43215
(614) 469-6956

Dallas

Room IC46, Federal Building
U.S. Courthouse
1100 Commerce Street
Dallas, Texas 75242
(214) 749-1541

Denver

Room 1421, Federal Building
1961 Stout Street
Denver, Colorado 80202
(303) 837-3964

Detroit

Suite 160, Patrick V. McNamara Federal Building
477 Michigan Avenue
Detroit, Michigan 48226
(313) 226-7816

Houston

45 College Center
9319 Gulf Freeway
Houston, Texas 77017
(713) 527-5453

Jacksonville

Room 158, Federal Building
400 West Bay Street
Jacksonville, Florida 32202
(904) 791-3801

Kansas City

Room 144, Federal Office Building
601 E. 12th Street
Kansas City, Missouri 64106
(816) 374-2160

Los Angeles

Room 1015, Federal Office Building
300 North Los Angeles Street
Los Angeles, California 90012
(213) 688-5841

Milwaukee

Room 190, Federal Building
519 E. Wisconsin Avenue
Milwaukee, Wisconsin 53202
(414) 224-1304

New York

Room 110, 26 Federal Plaza
New York, New York 10007
(212) 264-3825

Philadelphia

Room 1214, Federal Office Building
600 Arch Street
Philadelphia, Pennsylvania 19106
(215) 597-0677

Pueblo

720 North Main
Majestic Building
Pueblo, Colorado 81003
(303) 544-3142

San Francisco

Room 1023, Federal Office Building
450 Golden Gate Avenue
San Francisco, California 94102
(415) 556-6657

Seattle

Room 194, Federal Office Building
915 Second Avenue
Seattle, Washington 98174
(206) 442-4270

Washington, D.C.

U.S. Government Printing Office

710 North Capitol Street
Washington, D.C. 20402

Department of Commerce

Great Hall, First Floor
14th & E Streets, N.W.
Washington, D.C. 20230

Department of State

First Floor, 21st & C Streets, N.W.
Washington, D.C. 20520

Department of Health and Human Services

330 Independence Avenue, S.W.
Washington, D.C. 20201

Pentagon

Main Concourse, South End
Washington, D.C. 20310

International Communication Agency

1776 Pennsylvania Avenue, N.W.
Washington, D.C. 20547

APPENDIX N:

Selected List of Directories

Many of the directories listed below are available free from federal agencies or from Government Printing Office bookstores for a fee. We have included GPO stock numbers wherever possible. For those directories available from private agencies or publishers, we have included the price. These prices may change, however, so be sure to check with the publisher before ordering such material.

Child Abuse and Neglect Helplines: A Special Report from the National Center on Child Abuse and Neglect (1978)

U.S. Department of Health and Human Services
National Center on Child Abuse and Neglect
P.O. Box 1182
Washington, D.C. 20013

Free upon request

Child Abuse and Neglect Programs: Region I - X (1979) (ten volumes, one per region)

U.S. Department of Health and Human Services
National Center on Child Abuse and Neglect

P.O. Box 1182
Washington, D.C. 20013

Free upon request

Child Protection Report's National Directory of Children & Youth Services '79: The Reference Handbook for Professionals (1979)

CPR Directory Services Co.
1301 20th Street, N.W.
Washington, D.C. 20036

$39.00 including shipping

Closer Look [Referral Service]

Closer Look
P.O. Box 1492
Washington, D.C. 20013

Free; write, stating geographic area, age, and disability, plus return address, and a list of local agencies will be sent

Directory: Family Planning Service Sites. United States (1977)

U.S. Department of Health and Human Services
National Center for Health Statistics
5600 Fishers Lane
Rockville, Maryland 20857

Available from GPO bookstores

Directory for Exceptional Children (1978)

Porter Sargent Publishers, Inc.
11 Beacon Street
Boston, Massachusetts 02108

$26.50 including shipping

Directory for Reaching Minority and Women's Groups (1979)

U.S. Department of Labor
Employment and Training Administration
Room 10225
601 D Street, N.W.
Washington, D.C. 20213

Single copy free; also available from GPO bookstores (stock number 029-000-00357-2)

Directory of Child Advocacy Programs (1978)

U.S. Department of Health and Human Services
Administration for Children, Youth, and Families
Children's Bureau
Publications Section
P.O. Box 1182
Washington, D.C. 20013

Free upon request

Directory of Community Crime Prevention Programs: National and State Levels (1978)

U.S. Department of Justice
Law Enforcement Assistance Administration
National Institute of Law Enforcement and Criminal Justice
633 Indiana Avenue, N.W.
Washington, D.C. 20531

Available also from GPO bookstores (stock number 027-000-00817-8)

Directory of Elementary and Secondary School Districts, and Schools in Selected School Districts: School Year 1976-1977, Volumes I and II (1979)

U.S. Department of Education
Office for Civil Rights
330 Independence Avenue, S.W.
Washington, D.C. 20201

Free upon request

Directory of Full Year Head Start Programs, Summer Head Start Programs, Head Start Parent and Child Centers (1978)

U.S. Department of Health and Human Services
Project Head Start
P.O. Box 1182
Washington, D.C. 20013

Free upon request

Directory of Halfway Houses and Community Residences for the Mentally Ill, 1977 (1978)

U.S. Department of Health and Human Services
Alcohol, Drug Abuse, and Mental Health Administration
National Institute of Mental Health
5600 Fishers Lane
Rockville, Maryland 20857

Also available from GPO bookstores (stock number 017-024-00761-7)

A Directory of Rural Organizations (1977)

National Rural Center
1828 L Street, N.W.
Suite 1000
Washington, D.C. 20036

First copy free, others $2.00 each

Legal Services Corporation Program Directory (1978)

Legal Services Corporation
733 15th Street, N.W.
Washington, D.C. 20005

Free to nonprofit organizations

Mental Health Directory: 1977 (1977)

U.S. Department of Health and Human Services
Alcohol, Drug Abuse, and Mental Health Administration
National Institute of Mental Health
5600 Fishers Lane
Rockville, Maryland 20857

Also available from GPO bookstores

National Children's Directory: An Organizational Directory and Reference Guide for Changing Conditions of Children and Youth (1977)

Urban Information Interpreters
P.O. Box AH
College Park, Maryland 20740

$39.95 including postage

National Directory of Addresses and Telephone Numbers (1979)

Bantam Books, Inc.
666 5th Avenue
New York, New York 10019

$14.95

National Directory of Runaway Programs, 1979 (1979)

National Youth Work Alliance
1346 Connecticut Avenue, N.W.
Suite 502
Washington, D.C. 20036

$5.00

National Jail Census, 1970: A Report on the Nation's Jails and Type of Inmates, Series SC-No. 1 (1971)

U.S. Department of Justice
Law Enforcement Assistance Administration
633 Indiana Avenue, N.W.
Washington, D.C. 20531

Out of print

National Migrant Health Services Directory, June 1979 (1979)

National Migrant Referral Project, Inc.
4920 North I.H. 35, Suite 116
Austin, Texas 78751

Free upon request

1979 Directory: United States, Territories, and Canada; State Health Officers, Registrars, Principal Statisticians, Research Directors, National Center for Health Statistics Officials, Project Directors of the Cooperative Health Statistics System (1979)

U.S. Department of Health and Human Services
National Center for Health Statistics
Scientific and Technical Communications Staff
Cooperative Health Statistics System
Center Building, Room 2-63
3700 East-West Highway
Hyattsville, Maryland 20782

Free upon request

State Administrative Officials (Classified by Function): 1979 (1979)
State Legislative Leadership, Committees, and Staff: 1979 (1979)

The Council of State Governments
Order Department
P.O. Box 11910
Iron Works Pike
Lexington, Kentucky 40578

$10.00 for *State Administrative Officials;* $13.00 for *State Legislative Leadership.*

Summary Tape Processing Centers and State Data Centers: Address List (1979)

U.S. Department of Commerce
Bureau of the Census
Data User Services Division
Washington, D.C. 20233

Free upon request

U.S. Facilities and Programs for Children with Severe Mental Illnesses: A Directory, 1977 (1977)

U.S. Department of Health and Human Services
Alcohol, Drug Abuse, and Mental Health Administration
National Institute of Mental Health
5600 Fishers Lane
Rockville, Maryland 20857

Also available from GPO bookstores (stock number 017-024-00689-1)

Washington Information Directory (1979)

Congressional Quarterly, Inc.
1414 22nd Street, N.W.
Washington, D.C. 20037

$20.00

APPENDIX O:
Federal Information Centers

The Federal Information Centers exist primarily to answer questions about the federal government. They also have the *Catalog of Federal Domestic Assistance* computerized for easy retrieval of information. A visit, letter, or telephone call to the nearest center will get you a direct answer to a question or put you in touch with the proper federal agency that can be of assistance. Addresses and telephone numbers of Federal Information Centers are listed below. Also listed are telephone numbers in cities that have toll-free tielines that will put the inquirer in contact with the nearest center.

Alabama

Tielines only:
Birmingham to Atlanta, Georgia, 322-8591
Mobile to New Orleans, Louisiana, 438-1421

Arkansas

Tieline only:
Little Rock to Memphis, Tennessee, 378-6177

Arizona

Federal Building
230 North 1st Avenue
Phoenix, Arizona 85025
(602) 261-3313

Tieline:
Tucson to Phoenix, 622-1511

California

Federal Building
300 North Los Angeles Street
Los Angeles, California 90012
(213) 688-3800

Federal Building U.S. Courthouse
650 Capitol Mall
Sacramento, California 95814
(916) 440-3344

Government Information Center
Federal Building
880 Front Street
San Diego, California 92188
(714) 293-6030

Federal Building U.S. Courthouse
450 Golden Gate Avenue
San Francisco, California 94102
(415) 556-6600

Tielines:
San Jose to San Francisco, 275-7422
Santa Ana to Los Angeles, 836-2386

Colorado

Federal Building U.S. Courthouse
1961 Stout Street
Denver, Colorado 80294
(303) 837-3602

Tielines:
Colorado Springs to Denver, 471-9491
Pueblo to Denver, 544-9523

Connecticut

Tielines only:
Hartford to New York, New York, 527-2617
New Haven to New York, New York, 624-4720

District of Columbia

7th and D Streets, S.W., Room 5716
Washington, D.C. 20407
(202) 755-8660

Florida

Federal Building
51 Southwest 1st Avenue
Miami, Florida 33130
(305) 350-4155

William C. Cramer Federal Building
144 1st Avenue, South
St. Petersburg, Florida 33701
(813) 893-3495

Tielines:
Fort Lauderdale to Miami, 522-8531
Jacksonville to St. Petersburg, 354-4756
Orlando to St. Petersburg, 422-1800
Tampa to St. Petersburg, 229-7911
West Palm Beach to Miami, 833-7566

Georgia

Federal Building U.S. Courthouse
75 Spring Street, S.W., Room P30
Atlanta, Georgia 30303
(404) 221-6891

Hawaii

P.O. Box 50091
300 Ala Moana Boulevard
Honolulu, Hawaii 96850
(808) 546-8620

Illinois

Everett McKinley Dirksen Building
Room 252
219 South Dearborn Street
Chicago, Illinois 60604
(312) 353-4242

Indiana

Federal Building
575 North Pennsylvania Street
Indianapolis, Indiana 46204
(317) 269-7373

Tieline:
Gary to Indianapolis, 883-4110

Iowa

Tieline only:
Des Moines to Omaha, Nebraska, 284-4448

Kansas

Tielines only:
Topeka to Kansas City, Missouri, 295-2866
Wichita to Kansas City, Missouri, 263-6931

Kentucky

Federal Building
600 Federal Place
Louisville, Kentucky 40202
(502) 582-6261

Louisiana

U.S. Postal Service Building
701 Loyola Avenue
New Orleans, Louisiana 70113
(504) 589-6696

Maryland

Federal Building
31 Hopkins Plaza
Baltimore, Maryland 21201
(301) 962-4980

Massachusetts

John F. Kennedy Federal Building
Cambridge Street
Room E130
Boston, Massachusetts 02203
(617) 223-7121

Michigan

McNamara Federal Building
477 Michigan Avenue, Room 103
Detroit, Michigan 48226
(313) 226-7016

Tieline:
Grand Rapids to Detroit, 451-2628

Minnesota

Federal Building U.S. Courthouse
110 South 4th Street
Minneapolis, Minnesota 55401
(612) 725-2073

Missouri

Federal Building
601 East 12th Street
Kansas City, Missouri 64106
(816) 374-2466

Federal Building
1520 Market Street
St. Louis, Missouri 63103
(314) 425-4106

Tieline:
St. Joseph to Kansas City, 233-8206

Nebraska

Federal Building
U.S. Post Office and Courthouse
215 North 17th Street
Omaha, Nebraska 68102
(402) 221-3353

New Jersey

Federal Building
970 Broad Street
Newark, New Jersey 07102
(201) 645-3600

Tielines:
Paterson/Passaic to Newark, 523-0717
Trenton to Newark, 396-2400

New Mexico

Federal Building U.S. Courthouse
500 Gold Avenue, S.W.
Albuquerque, New Mexico 87102
(505) 766-3091

Tieline:
Santa Fe to Albuquerque, 983-7743

New York

Federal Building
111 West Huron Street
Buffalo, New York 14202
(716) 846-4010

Federal Building
26 Federal Plaza, Room 1-114
New York, New York 10007
(212) 264-4464

Tielines:
Albany to New York, 463-4421
Rochester to Buffalo, 546-5075
Syracuse to Buffalo, 476-8545

North Carolina

Tieline only:
Charlotte to Atlanta, Georgia, 376-3600

Ohio

Federal Building
550 Main Street
Cincinnati, Ohio 45202
(513) 684-2801

Federal Building
1240 East 9th Street
Cleveland, Ohio 44199
(216) 522-4040

Tielines:
Akron to Cleveland, 375-5638
Columbus to Cincinnati, 221-1014
Dayton to Cincinnati, 223-7377
Toledo to Cleveland, 241-3223

Oklahoma

U.S. Post Office and Courthouse
201 Northwest 3rd Street
Oklahoma City, Oklahoma 73102
(405) 231-4868

Tieline:
Tulsa to Oklahoma City, 548-4193

Oregon

Federal Building
1220 Southwest 3rd Avenue, Room 109
Portland, Oregon 97204
(503) 221-2222

Pennsylvania

William J. Green, Jr. Federal Building
600 Arch Street
Philadelphia, Pennsylvania 19106
(215) 597-7042

Federal Building
1000 Liberty Avenue
Pittsburgh, Pennsylvania 15222
(412) 644-3456

Tielines:
Allentown/Bethlehem to Philadelphia, 821-7785
Scranton to Philadelphia, 346-7081

Rhode Island

Tieline only:
Providence to Boston, Massachusetts, 331-5565

Tennessee

Clifford Davis Federal Building
167 North Main Street
Memphis, Tennessee 38103
(901) 521-3285

Tielines:
Chattanooga to Memphis, 265-8231
Nashville to Memphis, 242-5056

Texas

Fritz Garland Lanham Federal Building
819 Taylor Street
Fort Worth, Texas 76102
(817) 334-3624

Federal Building U.S. Courthouse
515 Rusk Avenue
Houston, Texas 77208
(713) 226-5711

Tielines:
Austin to Houston, 472-5494
Dallas to Fort Worth, 749-2131
San Antonio to Houston, 224-4471

Utah

Federal Building
125 South State Street
Salt Lake City, Utah 84138
(801) 524-5353

Tieline:
Ogden to Salt Lake City, 339-1347

Virginia

200 Granby Mall, Room 120
Norfolk, Virginia 23510
(804) 441-3101

Tielines:
Newport News to Norfolk, 244-0480
Richmond to Norfolk, 643-4928
Roanoke to Norfolk, 982-8591

Washington

Federal Building
915 2nd Avenue
Seattle, Washington 98174
(206) 442-0570

Tieline:
Tacoma to Seattle, 383-5230

Wisconsin

Tieline only:
Milwaukee to Chicago, Illinois, 271-2273

APPENDIX P:

The Ten Standard Federal Regions

Many federal agencies have regional offices. Most of these are organized into ten standard federal regions, which are listed below. Each of these regions includes several states. The regional offices are all in the same city within the region; these are also given below.

For those federal agencies not organized into these ten regions, check Office of the Federal Register, National Archives and Record Service, General Services Administration, *United States Directory of Federal Regional Structure* (Washington, D.C.: U.S. Government Printing Office, 1979), to find out where the regional office nearest you is located.

Region I (Boston)

Connecticut
Maine
Massachusetts
New Hampshire
Rhode Island
Vermont

Region II (New York City)

New York
New Jersey
Puerto Rico
Virgin Islands

Region III (Philadelphia)

Delaware
Maryland
Pennsylvania
Virginia
West Virginia
District of Columbia

Region IV (Atlanta)

Alabama
Florida
Georgia
Kentucky
Mississippi
North Carolina
South Carolina
Tennessee

Region V (Chicago)

Illinois
Indiana
Michigan
Minnesota
Ohio
Wisconsin

Region VI (Dallas)

Arkansas
Louisiana
New Mexico
Oklahoma
Texas

Region VII (Kansas City)

Iowa
Kansas
Missouri
Nebraska

Region VIII (Denver)

Colorado
Montana
North Dakota
South Dakota
Utah
Wyoming

Region IX (San Francisco)

Arizona
California
Hawaii
Nevada
American Samoa
Guam
Trust Territory of Pacific Islands

Region X (Seattle)

Alaska
Idaho
Oregon
Washington

APPENDIX Q:
State Statistical Abstracts

Alabama

Economic Abstract of Alabama. University: University of Alabama, Center for Business and Economic Research, 1977.

Alaska

The Alaska Economy. Juneau: Department of Commerce and Economic Development, Division of Economic Enterprise, annually.

The Alaska Economic Information and Reporting Service Quarterly Report. Juneau: Department of Commerce and Economic Development, Division of Economic Enterprise, quarterly.

Arizona

Arizona Statistical Review, 35th ed. Phoenix: Valley National Bank, 1979.

Statistical Abstract of Arizona, 1979. Tucson: University of Arizona, Division of Economic and Business Research, College of Business and Public Administration, 1979.

Arkansas

State and County Economic Data for Arkansas. Little Rock: University of Arkansas, Industrial Research and Extension Center, revised continuously.

California

California Statistical Abstract, 1979. Sacramento: Department of Finance, 1979.

Colorado

Statistical Abstract of Colorado, 1978-1979, Thomas G. Tyler, Ed. Denver: Transrep/bibliographics, 1979.

Connecticut

Connecticut Market Data. Hartford: Connecticut Department of Commerce, Business Office, 1978.

Delaware

Dimensions on Delaware, A Statistical Abstract for 1977. Dover: Delaware Office of Management, Budget and Planning, 1977.

District of Columbia

District of Columbia Data. Washington, D.C.: D.C. Municipal Planning Office, 1976.

District of Columbia Advisory Neighborhood Commission Census Report. Washington, D.C.: D.C. Municipal Planning Office, 1977.

Florida

Florida Statistical Abstract, 1979, 13th ed. Gainesville: University of Florida, Bureau of Economic and Business Research, 1979.

Georgia

Georgia Statistical Abstract, 1980. Athens: University of Georgia, Division of Research, College of Business Administration, 1980.

Hawaii

The State of Hawaii Data Book 1979: A Statistical Abstract, 13th ed. Honolulu: Department of Planning and Economic Development, 1979.

Historical Statistics of Hawaii. Honolulu: University of Hawaii Press, 1977.

Idaho

Idaho Statistical Abstract. Moscow: University of Idaho, Center for Business Development and Research, 1980.

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